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SAN FRANCISCO PUBLIC LIBRARY

January 11, 1961

Proceedings of the postponed regular meeting of the San Francisco Public Library Commission held Tuesday, January 10, 1961, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:35 p.m. by President Fanucchi.

The Pledge of Allegiance to the Flag was led by Commissioner Mohr.

On roll call the following were noted present: Commissioners Bransten, Ehrhardt, Fanucchi, Gurich, Lepetich, Mohr, Turner, Vavuris and Wu. Absent: Commissioner Schwabacher.

President Fanucchi, taking note of the fact that Commissioner McGregor's name had not been called, announced that he had tendered his resignation from the Commission to His Honor, Mayor Christopher. Miss Margaret Girdner had been named to the Commission by the Mayor, vice Commissioner McGregor, President Fanucchi announced.

It was moved by Commissioner Gurich, seconded by Commissioner Turner and unanimously adopted that a letter of commendation and appreciation be directed to Mr. McGregor, thanking him for his service and valuable contributions to the citizens of San Francisco as a Library Commissioner, and expressing to him the Commission's sense of loss occasioned by his resignation.

Commissioner Vavuris moved and Commissioner Wu seconded that the minutes of the December meeting be approved and placed on file. There being no objection, it was so ordered.

RECEPTION PLANNING COMMITTEE

In her concluding report as Chairman of this special committee, Commissioner Mohr expressed particular appreciation for their assistance to her fellow committee members, Commissioners Bransten and Ehrhardt, to the other Commissioners, to Mrs. Carl W. Stern, General Chairman of the event, and to all members of the Committee of Fifty and the San Franciscans for a Better Library who had given aid to the Reception Committee through their personal and financial resources. Commissioner Mohr reported that letters of appreciation had been sent to all such individuals, and added that approximately 375 people had attended the reception at the California Palace of the Legion of Honor.

It was moved by Commissioner Vavuris, seconded by Commissioner Turner and unanimously adopted that the Reception Planning Committee's report be approved.

It was moved by Commissioner Gurich, seconded by Commissioner Vavuris and unanimously adopted that Commissioners Mohr, chairman, Bransten and Ehrhardt be congratulated for their efforts in arranging the many details of the reception for Mr. Holman.

SURVEY STUDY COMMITTEE

Chairman Mohr asked Mr. A. Hews McCann to comment on his Third Progress Report on a Study of the Renovation of the Main Library building. Mr. McCann displayed floor plans of the first, second and third floors of the building which showed the

relatively small amount of useful floor area compared to the gross square footage. He also commented on the projected growth of the book stock and how much space would be needed to house a collection of 700,000 volumes by 1990. Mr. McCann's feasibility study indicated that by razing the central section of the present building plus the building at 45 Hyde Street about 30,000 square feet of ground area would be available for the construction of a new two-story addition of sufficient size to accomodate the anticipated book collection and the public and non-public departments.

President Fanucchi thanked Mr. McCann for his continuing work on behalf of the Library Department.

PLANNING AND DEVELOPMENT COMMITTEE

Chairman Vavuris reported that the construction contract for the Eureka Valley Branch Library had been awarded on December 28, 1960 to Leon Carlen, who was the contractor for the Merced Branch Library. Construction will actually commence in about one month following certification of funds, posting of performance bonds and the completion of other necessary details.

It was suggested by President Fanucchi that a special committee be appointed to arrange ground-breaking ceremonies for the new branch. The Secretary was asked to determine when the ceremony could be scheduled to allow the attendance of Mayor Christopher, other City officials and interested citizens and groups from the Eureka Valley District.

Chairman Vavuris reported that Mr. Holman had some reservations about the appropriateness of the site selected for the proposed Bayview Branch Library. Mr. Holman commented that he felt the shape of the site would not lend itself to branch library construction, and that he was concerned for the safety of children who would have to cross streets to reach the library.

The efforts of the Planning and Development Committee leading up to the selection of the proposed Bayview site were reviewed by President Fanucchi. In reply to a question, Mr. Holman stated that he had not selected any other one site for recommendation to the Commission, but that he would like to have the opportunity to search the area for a better site than the one presently proposed.

It was moved by Commissioner Ehrhardt, seconded by Commissioner Gurich and unanimously adopted that the selection of a library site in the Bayview District be referred back to the Planning and Development Committee for additional study and action.

The necessary resolution for the purchase of the selected branch site in the Excelsior District had been prepared by the Real Estate Department for submission to the Board of Supervisors, Chairman Vavuris reported.

LIBRARY OPERATIONS COMMITTEE

Chairman Mohr reported progress for the Committee.

POLICY AND PROCEDURES COMMITTEE

Chairman Wu reported progress for the Committee.

BOOKS AND ART COMMITTEE

Commissioner Gurich reported progress for the Committee.

FINANCE, AUDIT AND BUDGET COMMITTEE

In the absence of Chairman Schwabacher, Commissioner Ehrhardt presented the Committee report. Commissioner Vavuris moved, Commissioner Gurich seconded and the Commission by unanimous action voted to approve the Library Department expenditures for December, 1960, and the estimated expenditures for January, 1961, as follows:

| OBJECT OF EXPENDITURE | Expended Dec. 1960 | Est. Expend. Jan. 1961 |
|---|---|---|
| Salaries and Wages | $110,107.35 | $112,000.00 |
| Contractual Services | 275.30 | 6,500.00 |
| Binding | 4,899.79 | 4,900.00 |
| Materials and Supplies | 407.66 | 1,000.00 |
| Books | 51,294.05 | 50,000.00 |
| Binding Materials and Catalog Cards | 1,345.09 | 1,000.00 |
| Equipment | 364.88 | 2,000.00 |
| Membership Dues | 68.00 | 200.00 |
| Maintenance and Repair, Automotive Equipment | 41.80 | 100.00 |
| Reproduction Service | 9.48 | 100.00 |
| Telephone and Telegraph | 200.00 | 200.00 |
| Scavenger Service | 145.53 | 145.53 |
| Pest Control Service | ---- | 72.00 |
| Window Cleaning | 208.00 | 793.00 |
| Gasoline and Lubricants | 100.00 | 100.00 |
| Drygoods | ---- | 50.00 |
| Compensation Insurance | 50.00 | 100.00 |
| Retirement | 8,560.00 | 8,560.00 |
| Social Security Tax | 1,060.00 | 1,060.00 |
| Health Service | 549.00 | 549.00 |
| Branch Rentals | 1,225.00 | 1,225.00 |
| Automobile Insurance | 96.62 | ---- |
| Services of Other Departments | 1,346.00 | 1,346.00 |
| Heat, Light and Power | 3,190.73 | 3,000.00 |
| TOTALS | $135,544.06 | $195,000.53 |

It was moved by Commissioner Vavuris, seconded by Commissioner Gurich and unanimously adopted that the books on economic and political subjects in the amount of $456.00 for the month of December 1960, purchased from the Fuhrman Bequest Fund, as submitted by the Librarian, be approved.

Commissioner Ehrhardt moved, Commissioner Mohr seconded and the Commission by unanimous action voted to accept a gift in the amount of $1,000.00 from the National Machine Accountants Association, the funds to be used for the purchase of books on data processing; further, that the National Machine Accountants Association be sent a letter of appreciation for their gift which will enable the San Francisco Public Library to build a significant section on this specialized subject for the use of all Library patrons.

The City Librarian reviewed some of the significant matters under consideration which will be reflected in the 1961-62 budget requests. Included were references to hours of operation for the Main Library and branch libraries, the need for converting part-time to full-time employments, the need for additional clerical positions and requirements for added equipment.

Since the budget must be submitted to the Controller no later than February 1, 1961, President Fanucchi requested that all Commissioners be prepared to hold a special meeting of the Commission during the week of January 23 to review the budget. The Finance, Audit and Budget Committee plus other appropriate standing committees may have to meet more than once prior to the special Commission meeting to screen the budget requests. The full participation of all Commissioners was requested by President Fanucchi.

PUBLIC RELATIONS COMMITTEE

Chairman Gurich called the Commission's attention to Miss Farrell's monthly public relations activities report, copies of which had been furnished each Commissioner.

The contribution by radio station KNBC and the National Broadcasting Company of $400.00 worth of public service time during the November campaign for Proposition E was announced by Chairman Gurich. He moved, Commissioner Vavuris seconded and the Commission by unanimous action voted to instruct the Secretary to send a letter of appreciation to KNBC for their contribution.

BUILDING MAINTENANCE COMMITTEE

The completion of the exterior cleaning of the Main Library and the removal of the cement walk at the base of the building was announced by Chairman Turner. The walk removal will permit landscape contractors to make an accurate estimate of the cost of installing the boxwood plants to be supplied by the Recreation and Park Department, the Chairman added.

LIBRARY INSPECTION COMMITTEE

Chairman Lepetich inquired as to the progress made on certain projects noted by the Committee during its inspections of various library buildings. The Secretary replied that two of the lighting projects, which had been of particular interest to the Committee, had just been completed at the Presidio and Richmond branch libraries. The Sunset Branch Library lighting project had been completed at an earlier time.

WELFARE OF EMPLOYEES COMMITTEE

It was moved by Commissioner Vavuris, seconded by Commissioner Wu and unanimously adopted that the following resolution be approved:

RESOLUTION #151

RESOLVED That the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of December, 1960, be approved:

| 0-1 CHAUFFEUR | C104 JANITOR | X52 LIBRARY PAGE, Part-time |
|---|---|---|
| Gotelli, Dominic | Arguello, John | Engelstein, Louis |
| Hurley, Joseph | | |

TEMPORARY APPOINTMENTS AND RECERTIFICATIONS

X42 LIBRARIAN, Part-time

(cont., next page)

| | | |
|---|---|---|
| Jung, Leo | McGowan, Geraldine | Halson, June |
| Khan, Alvina | Ellis, Annis | McGowan, John |
| Kerney, Dennis | Lynch, Carol | Brown, Victor |
| Eklund, Carl | Nobbe, Emelia | Bristol, James |
| Bristol, Marie | McDonald, Barbara | Smith, Phyllis |
| Gronovitz, Bernard | Hintereder, Helen | Wright, Elizabeth |
| Downie, Francis | Smith, Harriet | Lynch, Robert |
| Panasenko, Dawn | Calhan, George | Herold, Marie |
| Moreton, Catherine | McKenzie, Christy | Richardson, Charlotte |
| Chew, Jo Ann | Fick, Daisy | |

AND FURTHER That the following resignations of non-civil service, part-time and temporary positions be accepted:

| 0-1 CHAUFFEUR | B222 GENERAL CLERK | B512 GENERAL CLERK-TYPIST |
|---|---|---|
| Cotelli, Dominic | Lasley, David | Egan, Thomas |

| X42 LIBRARIAN, Part-time | X52 LIBRARY PAGE, Part-time |
|---|---|
| Thain, Janet | Peter, Andrew |

## ELECTION OF COMMISSION OFFICERS, 1961

President Fanucchi declared that nominations were in order for the office of Commission President for the 1961 term. She recognized Commissioner Gurich who prefaced his nominating remarks by complimenting President Fanucchi for her service to the Library and to the community during the past year. He then placed in nomination the name of Commissioner Vavuris for the office of Commission President.

Commissioner Ehrhardt moved the nominations be closed. The motion was seconded by Commissioner Lepetich. Commissioner Vavuris was declared unanimously elected.

President Fanucchi declared that nominations were in order for the office of Commission First Vice-President for the 1961 term. She recognized Commissioner Turner who placed in nomination the name of Commissioner Wu.

Commissioner Gurich moved the nominations be closed. The motion was seconded by Commissioner Lepetich. Commissioner Wu was declared unanimously elected.

President Fanucchi declared that nominations were in order for the office of Second Vice-President for the 1961 term. She recognized Commissioner Mohr who placed in nomination the name of Commissioner Bransten.

Commissioner Bransten thanked Commissioner Mohr for nominating him, but stated that because of his service of less than a year on the Commission he felt he should withdraw his name. President Fanucchi commended Commissioner Bransten for his fine service to the Commission and the community, but deferred to his decision to withdraw his name.

Commissioner Lepetich then nominated Commissioner Gurich for the office of Second Vice-President.

Commissioner Ehrhardt moved the nominations be closed. The motion was seconded by Commissioner Turner. Commissioner Gurich was declared unanimously elected.

President Fanucchi thanked her fellow Commissioners for their support during her administration and stated that she felt that at least the surface had been scratched in solving the manifold problems confronting the Library Department. She added that her tenure as President had been most interesting.

It was announced that Commissioners Ehrhardt and Fanucchi together with Miss Margaret Girdner, newly appointed to the Commission, would be sworn into office for their terms at 11:00 a.m. Thursday, January 19, 1961. The Secretary was asked to send reminder notices to all Commissioners for this ceremony to be held in the Mayor's Office.

President Fanucchi turned the President's chair over to Commissioner Vavuris who thanked his fellow Commissioners for the honor they had bestowed upon him and for the confidence which they had placed in him. He congratulated Commissioner Fanucchi on her administration and expressed the hope that with the continued cooperation of all Commissioners the efforts and progress which were made during 1960 could be built upon to make the library even better until it ranked as an institution of high stature.

Commissioner Mohr asked that a combined meeting with other Trustee groups of the Bay Area be held in about two months to plan for the effort to secure passage of the Public Libraries Services Act in the Legislature. It was suggested by Commissioner Mohr that the meeting be held on a Saturday which would probably prove more convenient for Trustees, Mr. William Brett, California Library Association Legislative Advocate, and other interested individuals.

President Vavuris placed Commissioner Mohr in charge of scheduling the combined meeting.

COMMUNICATIONS

From Philip L. Rezos, Director of Property, re: rental collection on Library-owned premises at 45 Hyde Street for the period November 1 - 14, 1960. File.

There being no further business to come before the meeting it was moved by Commissioner Fanucchi that the meeting be adjourned to a date and time to be scheduled for the special budget meeting at the call of the President. The motion was duly seconded and unanimously approved.

Respectfully submitted,

Frank A. Clarvoe, Jr., Secretary

SAN FRANCISCO PUBLIC LIBRARY

January 26, 1961

Proceedings of the meeting of the San Francisco Public Library Commission held Wednesday, January 25, 1961, in the Commissioners' Room, Main Library, adjourned from the postponed regular Commission meeting held January 10, 1961.

The meeting was called to order at 4:10 p.m. by President Vavuris.

The Pledge of Allegiance to the Flag was led by Commissioner Lepetich.

On roll call the following were noted present: Commissioners Fanucchi, Girdner, Gurich, Lepetich, Mohr, Schwabacher and Vavuris. Absent: Commissioners Bransten, Ehrhardt, Turner and Wu.

Calling attention to the fact that the standing committee roster for 1961 had not been published, President Vavuris stated that in an effort to streamline committee organization he was suggesting a reduction of the number of committees to six. He read the names of the six proposed committees. Following discussion, it was moved by Commissioner Fanucchi, seconded by Commissioner Schwabacher and unanimously adopted that the following committees be established:

Finance, Audit and Budget
Public Relations
Organization and Administration
Books and Art
Building Development and Maintenance
Main Library Rehabilitation

The Secretary was requested to prepare a statement of the duties and areas of responsibility for each committee and to submit this information for consideration of the Commission at the February meeting.

President Vavuris asked Commissioner Schwabacher to report on the meeting of the Finance, Audit and Budget Committee held Monday, January 23, 1961, for the purpose of reviewing the Library Department's 1961-62 budget requests. Commissioner Schwabacher stated that the budget had been reviewed in detail and that it is a strong budget worthy of the best support of each Commissioner. He requested Mr. Holman to summarize the amounts being requested in each budget section.

Following Mr. Holman's presentation it was suggested by Commissioner Schwabacher that a covering letter be prepared for Mayor Christopher and the Board of Supervisors pointing out the philosophy behind the budget and drawing attention to San Francisco's needs when compared with the libraries of other cities of similar size.

It was moved by Commissioner Fanucchi, seconded by Commissioner Schwabacher and unanimously adopted that the Library Department budget for the 1961-62 fiscal year be approved as submitted by the City Librarian.

On motion duly made, seconded and unanimously adopted the meeting was declared adjourned to Tuesday, February 7, 1961, at 3:30 p.m.

Respectfully submitted,

Frank A. Clarvoe, Jr., Secretary

February 20, 1961

Proceedings of the postponed regular meeting of the San Francisco Public Library Commission held Tuesday, February 14, 1961, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:30 p.m. by President Vavuris.

The Pledge of Allegiance to the Flag was led by Commissioner Bransten.

On roll call the following were noted present: Commissioners Bransten, Ehrhardt, Fanucchi, Girdner, Lepetich, Mohr, Schwabacher, Turner, Vavuris and Wu. Absent: Commissioner Gurich.

Commissioner Turner moved and Commissioner Mohr seconded that the minutes of the January meeting be approved as corrected and placed on file. (At the adjourned meeting of the Commission held January 25, 1961, at which time a listing of proposed changes to the standing committee organization had been presented, one committee was designated Organization and Operations. The title, incorrectly listed in the minutes was Organization and Administration.)

Mr. Holman highlighted the "Proposed Plans, 1961-62" for the Commission. He pointed out that although the recommendations the report contained were based in large measure on the budget for the next fiscal year, that the proposals were even more comprehensive and were intended as a framework for immediate and future action.

Following discussion on various points contained in the Proposed Plans, it was moved by Commissioner Turner, seconded by Commissioner Wu and unanimously adopted that they be approved for implementation. There being no objection, it was so ordered.

With regard to the statements of duties for the reconstituted standing committees, it was suggested that committee chairmen have an opportunity to compare the former statements with the proposed ones. President Vavuris will meet with each chairman prior to the March meeting of the Commission to finalize the duty statements.

MAIN LIBRARY REHABILITATION COMMITTEE

Chairman Wu asked Mr. A.Hews McCann to comment on his Fourth Report of Progress, copies of which had been furnished Commission members. Mr. McCann pointed out some new conclusions based on additional study conducted since the January meeting.

It was suggested that Mr. McCann meet with the Committee on Monday, March 6, 1961, at 7:45 p.m. for the purpose of reviewing his drawings, plans and recommendations concerning major alterations to the Main Library. The Secretary was instructed to send notices to Commission members confirming the meeting.

BOOKS AND ART COMMITTEE

Chairman Mohr reported progress for the Committee.

BUILDING MAINTENANCE AND DEVELOPMENT COMMITTEE

Chairman Lepetich reported on the ground-breaking ceremonies for the Eureka

Valley Branch Library held Monday morning, January 30, 1961. Despite the inclement weather which followed the ground-breaking, considerable progress has been made on site preparation, the Chairman added.

FINANCE, AUDIT AND BUDGET COMMITTEE

Chairman Schwabacher moved, Commissioner Fanucchi seconded and the Commission by unanimous action voted to approve the Library Department expenditures for January and the estimated expenditures for February, 1961, as follows:

| OBJECT OF EXPENDITURE | Jan. 1961 Expended | Est. Expend. Feb. 1961 |
|---|---|---|
| Salaries and Wages | $109,063.92 | $112,000.00 |
| Contractual Services | 5,157.80 | 1,500.00 |
| Binding | 4,900.00 | 4,900.00 |
| Materials and Supplies | 2,308.33 | 2,000.00 |
| Books | 16,065.03 | 50,000.00 |
| Binding Materials and Catalog Cards | 751.38 | 1,000.00 |
| Equipment | ---- | 3,000.00 |
| Membership Dues | 103.00 | 200.00 |
| Maintenance and Repair of Automotive Equipment | 15.66 | 100.00 |
| Reproduction Service | 10.44 | 100.00 |
| Telephone and Telegraph | 200.00 | 200.00 |
| Scavenger Service | 145.53 | 145.53 |
| Pest Control Service | 72.00 | ---- |
| Window Cleaning Service | 1,209.00 | 365.00 |
| Gasoline and Lubricants | 100.00 | 100.00 |
| Drygoods | ---- | 50.00 |
| Compensation Insurance | 38.12 | 100.00 |
| Retirement | 8,600.00 | 8,600.00 |
| Social Security Tax | 1,060.00 | 1,060.00 |
| Health Service | 549.00 | 549.00 |
| Branch Rentals | 1,225.00 | 1,225.00 |
| Services of Other Departments | 1,346.00 | 1,346.00 |
| Heat, Light and Power | 3,451.15 | 3,500.00 |
| TOTALS | $156,331.86 | $192,040.53 |

It was moved by Chairman Schwabacher, seconded by Commissioner Mohr and unanimously adopted that the books on economic and political subjects in the amount of $158.42 for the month of January purchased from the Fuhrman Bequest Fund, as submitted by the Librarian, be approved.

Chairman Schwabacher reported that Mr. Holman had formally accepted the check for $1,000.00 from the National Machine Accountants Association; the money to be used for the purchase of books and other materials on data processing.

It was moved by Chairman Schwabacher, seconded by Commissioner Wu and unanimously adopted that a supplemental budget request in the amount of $2,000 be initiated to finance the cost of planting shrubs around the west and south sides of the Main Library.

It was moved by Commissioner Fanucchi, seconded by Chairman Schwabacher and unanimously adopted that a supplemental budget request in the amount of $21,000 be initiated to finance the purchase of furniture and furnishings for the Eureka Valley Branch Library.

It was moved by Chairman Schwabacher, seconded by Commissioner Bransten and unanimously adopted that a supplemental budget request in the amount of $1,000 be initiated to finance a technical survey of the processing functions of the Library with the objective of streamlining and reorganizing these operations.

It was moved by Chairman Schwabacher, seconded by Commissioner Fanucchi and unanimously adopted that a supplemental budget request in the amount of $7,700 be initiated to finance the purchase of a Model #2550 Multilith machine and related equipment.

The four actions taken above were incorporated in a common resolution:

RESOLUTION #152

RESOLVED That the Library Commission hereby directs that supplemental budget requests be initiated for the purchase of certain equipment and contractual service items in the total amount of $31,700.

It was moved by Chairman Schwabacher, seconded by Commissioner Bransten and unanimously adopted that the following resolution be approved:

RESOLUTION #154

RESOLVED That a transfer of $81.68 be made to credit the Scavenger Service appropriation as recommended by the Purchaser of Supplies to take care of the deficit in this appropriation for the 1960-61 fiscal year. Transfer of funds to be made from the Window Cleaning appropriation surplus of $299.00.

PUBLIC RELATIONS COMMITTEE

Chairman Bransten called the Commission's attention to Miss Farrell's monthly public relations activities report, copies of which had been furnished each Commissioner.

The joint meeting for Library Trustees of the greater Bay Area scheduled for Saturday, February 25, 1961, was mentioned by Chairman Bransten. He reported that the responses to the invitations totaled only fourteen to date, with only six in the affirmative. Commissioner Mohr stated that the meeting would be held even if the number responding proved to be relatively small.

A strong definition of the function of the Main Library is needed, Commissioner Bransten suggested. He added that in public statements and contacts the role of the Main Library should be more adequately explained.

ORGANIZATION AND OPERATIONS COMMITTEE

It was moved by Chairman Fanucchi, seconded by Commissioner Turner and unanimously adopted that the following resolution be approved:

RESOLUTION #153

RESOLVED That the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of January, 1961, be approved:

B222 GENERAL CLERK
Ricks, Thomas

X52 LIBRARY PAGE, Part-time
Lyons, James; Gee, Kymond;
Roybal, Filadelfio

TEMPORARY APPOINTMENTS AND RECERTIFICATIONS

X42 LIBRARIAN, Part-time
McCarthy, James
Schroder, Janet

AND FURTHER That the following resignations of non-civil service, part-time and temporary positions be accepted:

| O-1 CHAUFFEUR | X52 LIBRARY PAGE, Part-time | C104 JANITOR |
|---|---|---|
| Hurley, Joseph | Seyler, Sandra Fegan | Alter, William |

President Vavuris introduced Mrs. Erma White, Staff Association representative in attendance. Also introduced were Mrs. Natalie Carroll of the 1961 Grand Jury and representatives of the newspapers and San Franciscans for a Better Library.

There being no further business to come before the meeting, it was moved, seconded and passed that the meeting be adjourned to March 7, 1961, at 3:30 p.m.

Respectfully submitted,

Frank A. Clarvoe, Jr., Secretary

March 8, 1961

Proceedings of the regular meeting of the San Francisco Public Library Commission held Tuesday, March 7, 1961, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:35 P.M. by President Vavuris.

The Pledge of Allegiance to the Flag was led by Commissioner Bransten.

On roll call the following were noted present: Commissioners Bransten, Ehrhardt, Fanucchi, Gurich, Lepetich, Mohr, Turner, Vavuris and Wu. Absent: Commissioners Girdner and Schwabacher.

Commissioner Gurich moved and Commissioner Wu seconded that the minutes of the February meeting be approved and placed on file. There being no objection, it was so ordered.

The City Librarian reported that there had been some concern about the proposed conversion of part-time librarian employments to full-time clerical employments as outlined in the 1961-62 budget requests. Although the proposal, if approved, would mean the realignment of staff structure, every effort will be made to continue the employment of those qualified part-time people in other appropriate classifications, Mr. Holman added.

President Vavuris called on Mrs. Dorothy Weed, Staff Association representative in attendance, for her opinion of the proposed conversion of positions. She indicated agreement with the basic recommendation. Mr. Holman remarked that a vote of members of the staff taken at a general meeting favored the proposed plans for the library including the conversion of positions.

Copies of a memorandum dealing with the matter of book repair were distributed by Mr. Holman. He noted that some 5,000 books had accumulated awaiting repair. This number had recently been substantially reduced. To insure that such an accumulation would not build up in the future, both repair procedures and the greatly increased purchasing of pre-bound books are being initiated, the City Librarian stated.

Speaking to the matter of the employment of a Childrens' Coordinator, Mr. Holman reported that the one applicant who had successfully passed both the written and oral examinations had declined the position. General discussion followed on the problem of recruiting professional personnel.

President Vavuris inquired if members of the Commission desired any changes in the language of the new duty statements for the revamped standing committees.

It was moved by Commissioner Fanucchi, seconded by Commissioner Gurich and unanimously approved that an addition be made to the statement for the Finance, Audit and Budget Committee (underlined portion added):

"This Committee shall supervise and submit to the Commission for its approval the expenditure of all monies received for the operation of the Department. They shall also study and assist the Librarian and Secretary in the preparation of the annual budget and represent the Commission at all hearings concerning it."

It was moved by Commissioner Fanucchi, seconded by Commissioner Gurich and

unanimously approved that an addition be made to the statement for the Building Development and Maintenance Committee (underlined portion added):

"This Committee shall report to the Commission on proposals for the acquisition, leasing, construction, improvement, expansion, alteration or maintenance and repair of or additions to the physical properties or premises used or to be used for library purposes."

It was moved by Commissioner Fanucchi, seconded by Commissioner Gurich and unanimously approved that an addition be made to the statement for the Organization and Operations Committee (underlined portion added):

"In cooperation with the Librarian and library staff, this Committee shall consider matters of policy with respect to the general organization, operation, and staffing of the Department and shall also consider matters of policy with respect to the Library Commission and its activities."

The Secretary was directed to incorporate the revised standing committee duty statements in the By-laws of the Commission.

PUBLIC RELATIONS COMMITTEE

Chairman Bransten called the Commission's attention to Miss Farrell's monthly public relations activities report, a copy of which had been furnished each Commissioner. Noted particularly were the plans for National Library Week and the success of the rummage and food sale which brought in $237.00 for the Staff Association.

Mr. Holman was commended by the Chairman for his appearances before community groups to talk about the library and its programs and plans.

Commissioner Mohr was asked to comment on the joint Trustee meeting held Saturday, February 25, 1961. Plans for National Library Week and the matter of library aid legislation were the topics discussed, Commissioner Mohr reported. She added that copies of the revised legislation would be distributed soon. The Secretary was requested to mail this information to the Commissioners as it is received so that discussion of this matter may take place at the next Commission meeting.

Commissioner Wu reported that he, the City Librarian and the Secretary had been the dinner guests of the San Francisco Chapter of the National Machine Accountants Association, donor of $1,000 for the purchase of books and other materials on data processing.

BUILDING DEVELOPMENT AND MAINTENANCE COMMITTEE

Chairman Lepetich reported that good progress had been made on construction of the Eureka Valley Branch Library; foundations had been poured and the west wall started. He encouraged Commission members to inspect the project.

The matter of the planting along the west and south walls of the Main Library was mentioned by Chairman Lepetich. He was informed by the City Librarian and the Secretary that the supplemental budget requests approved at the February Commission meeting are being submitted for consideration, and that committee members will be notified when hearings on these matters are to be conducted by the Finance Committee of the Board of Supervisors.

Chairman Lepetich inquired about the plans for use by the Library of the

ground floor area at 45 Hyde Street. Mr. Holman restated his opposition to the further division of the Main Library newspaper and periodical services which would result by moving current newspapers to the Hyde Street location. Suggestions for the use of the quarters by the Library or by some other City and County agency will be investigated, the City Librarian stated.

BOOKS AND ART COMMITTEE

Chairman Mohr reported progress for the Committee.

MAIN LIBRARY REHABILITATION COMMITTEE

Chairman Wu reported that a meeting of the Committee had been held on Monday evening, March 6, 1961, for the purpose of hearing Mr. A. Hews McCann's proposals for major alterations and additions to the Main Library building. Because of the scope of Mr. McCann's study it was suggested that a special meeting of the Commission be held to hear his program on Wednesday evening, March 15, 1961. The Secretary was requested to send out notices of the special meeting, and to invite Mrs. Louis Sloss and Mrs. Alfred McLaughlin of the Committee of Fifty plus other persons who have expressed particular interest in this matter.

Mr. McCann was commended by Chairman Wu for his very comprehensive proposals and for the time and effort expended in their preparation. President Vavuris added his thanks and that of other Commission members.

ORGANIZATION AND OPERATIONS COMMITTEE

It was moved by Chairman Fanucchi, seconded by Commissioner Turner and unanimously adopted that the following resolution be approved:

RESOLUTION #155

RESOLVED That the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of February 1961 be approved:

| B222 GENERAL CLERK | | C104 JANITOR |
|---|---|---|
| Louden, Lloyd | | Alter, William |

X52 LIBRARY PAGE, Part-time

| | | |
|---|---|---|
| Branschcomb, Helen | Batmale, Susan | James, Victor |
| Callsen, Jr., Henry | Sheldon, Leland | O'Neill, Robert |
| Kellar, Joan | O'Dwyer, William | King, Richard |
| Meara, Alice | Richards, Betty | Palmer, Penny |

TEMPORARY APPOINTMENTS AND RECERTIFICATIONS

X42 LIBRARIAN, Part-time

| | | |
|---|---|---|
| | Cox, Barbara | |
| Norton, Mary | Brown, Malcolm | Stallings, Selma |
| Fowler, Martha | Belden, Walter | DelSecco, Claudette |

AND FURTHER That the following resignations of non-civil service, part-time and temporary positions be accepted:

| X42 LIBRARIAN, Part-time | | X52 LIBRARY PAGE, P-T |
|---|---|---|
| Vaughn, Moira | Wong, Olive | Meara, Alice |
| Schroder, Janet | Allen, Richard | Kelso, John |
| Kavanaugh, Joan | | Batmale, Susan |

Referring to the duty statement for the Committee, Chairman Fanucchi expressed the hope that appropriate matters would be referred to it by the City Librarian for study and action. Mr. Holman stated that there were several items which he would submit to the Committee in the near future.

FINANCE, AUDIT AND BUDGET COMMITTEE

In the absence of Chairman Schwabacher, Commissioner Bransten, Vice-Chairman, reported for the Committee. He presented the monthly report of expenditures by the Department.

Commissioner Mohr moved, Commissioner Fanucchi seconded and the Commission by unanimous action voted to approve the expenditures for February and the estimated expenditures for March as follows:

| OBJECT OF EXPENDITURE | Expended Feb. 1961 | Est. Expend. March 1961 |
|---|---|---|
| Salaries and Wages | $104,876.36 | $112,000.00 |
| Contractual Services | 255.16 | 2,000.00 |
| Binding | 4,900.00 | 4,900.00 |
| Materials and Supplies | 1,720.12 | 1,500.00 |
| Books | 6,837.44 | 50,000.00 |
| Binding Materials and Catalog Cards | 847.27 | 1,000.00 |
| Equipment | 201.24 | 3,000.00 |
| Membership Dues | 302.44 | 200.00 |
| Maintenance and Repair of Automobile Equipment | 9.00 | 100.00 |
| Reproduction Bureau Service | 7.47 | 100.00 |
| Telephone and Telegraph | 200.00 | 200.00 |
| Scavenger Service | 145.53 | 145.53 |
| Window Cleaning Service | 145.00 | 365.00 |
| Gasoline and Lubricants | 87.10 | 100.00 |
| Drygoods | ---- | 100.00 |
| Compensation Insurance | 36.12 | 100.00 |
| Retirement | 8,560.00 | 8,560.00 |
| Social Security Tax | 1,060.00 | 1,060.00 |
| Health Service | 549.00 | 549.00 |
| Branch Rentals | 1,225.00 | 1,225.00 |
| Heat, Light and Power | 3,449.43 | 3,500.00 |
| TOTALS | $136,759.73 | $192,050.53 |

The Secretary was again asked to notify members of both the Finance, Audit and Budget and the Building Development and Maintenance Committees when hearings are to be conducted on supplemental budget requests.

Commissioner Bransten urged his fellow Commissioners to study the budget document carefully so that the City Librarian or Secretary could be asked to answer any question about specific requests or justifications prior to the budget hearing.

President Vavuris reported that he had asked the Mayor's Office, the Clerk of the Board of Supervisors and the Controller for additional amounts of hearing time to present the Library's 1961-62 budget. It was suggested that the Finance, Audit and Budget Committee represent the Commission at the hearings.

The Secretary reported that the City Attorney had recommended a settlement in the amount of $1,000 as the City's share to be paid Mrs. Vivienne Benson for

personal injuries sustained at the Merced Branch Library on May 13, 1958. Following discussion it was moved by Commissioner Gurich, seconded by Commissioner Lepetich and unanimously adopted that action on the matter be continued to the April Commission meeting.

President Vavuris asked Mrs. Garabedian of the P.-T.A. if she wished to address the Commission. Mrs. Garabedian reported that the P.-T.A. favored the Library's 1961-62 budget program and would actively support its adoption during the forthcoming hearings.

Commissioner Fanucchi asked the whereabouts of the volumes presented by the Italian Federation to the North Beach Branch Library at the time of its dedication. The City Librarian and Secretary stated that they would investigate this matter.

The Secretary was asked to send the Commission's regards and hopes for a rapid recovery from her illness to Commissioner Girdner.

COMMUNICATIONS

From Philip L. Rezos, Director of Property, to the Board of Supervisors (information copy to Library Commission), re: lease negotiated for drilling of oil and gas wells on lands held under the Fuhrman Bequest. File.

On motion duly made, seconded and passed the meeting was declared adjourned to 7:45 P.M. Wednesday, March 15, 1961, a special meeting.

Respectfully submitted,

Frank A. Clarvoe, Jr., Secretary

SAN FRANCISCO PUBLIC LIBRARY

March 16, 1961

Proceedings of the special meeting of the San Francisco Public Library Commission held Wednesday evening, March 15, 1961, in the Commissioners' Room, Main Library.

The meeting was called to order at 7:50 P.M. by President Vavuris.

On roll call the following were noted present: Commissioners Bransten, Ehrhardt, Fanucchi, Gurich, Vavuris and Wu. Absent: Commissioners Girdner, Lepetich, Mohr, Schwabacher and Turner.

The Pledge of Allegiance to the Flag was led by Commissioner Wu.

President Vavuris called upon Mr. A. Hews McCann who in turn presented his professor and fellow students in attendance from the School of Architecture at the University of California, Berkeley.

It was moved by Commissioner Fanucchi, seconded by Commissioner Gurich and unanimously adopted that a letter of appreciation be directed to Dean William W. Wurster expressing the deep appreciation of the Commission for making Mr. McCann available for the Main Library major alteration and expansion study.

Mr. McCann presented his suggestions and plans for the complete revamping of the Main Library. He commented on the shortcomings of the present structure, and its built-in limitations from both the patron and employee standpoints. The present floor plans and uses of space were compared by Mr. McCann with his suggested altered and enlarged plans for the building.

Commissioners thanked Mr. McCann again for his interest, time and effort expended on behalf of the Library Department. Mr. McCann assured the Commission he stood ready to be of assistance in any effort to improve and modernize the Main Library structure.

The purpose for which the special meeting was called having been considered, the meeting was declared adjourned to 3:30 P.M. Tuesday, April 4, 1961, the next regular Commission meeting.

Respectfully submitted,

Frank A. Clarvoe, Jr., Secretary

April 18, 1961

Proceedings of the regular meeting of the San Francisco Public Library Commission held Tuesday, April 4, 1961, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:35 P.M. by President Vavuris.

The Pledge of Allegiance to the Flag was led by Commissioner Turner.

On roll call the following were noted present: Commissioners Ehrhardt, Fanucchi, Gurich, Lepetich, Mohr, Schwabacher, Turner, Vavuris and Wu. Absent: Commissioners Bransten and Girdner.

Commissioner Gurich moved and Commissioner Mohr seconded that the minutes of the March meeting be approved and placed on file. There being no objection, it was so ordered.

The City Librarian reported that on the matter of delinquent patron accounts, the Library will, in the future, transfer to the Tax Collector's Office only those accounts for more than $10.00. This change in procedure should accelerate the handling of overdue books transactions, Mr. Holman added.

The establishment of a Book Selection Committee and a Binding Committee were announced by the City Librarian. He expects to receive policy recommendations from the two committees. These recommendations will, in turn, be taken up with the appropriate standing committee of the Commission when overall Department policy is involved.

President Vavuris inquired whether or not there had been many complaints about the tighter controls established for patrons in the lobby of the Main Library. Mr. Holman replied that there had been some criticism, but that the arrangement was not imposing a real hardship and that the control over the loss of books from the collection had been materially increased.

Commissioner Mohr inquired about the problems involved in filling the position of X10, Coordinator of Childrens Services. Mr. Holman replied that new position announcements were being prepared, and that he hoped to have the approval of the Civil Service Commission to conduct examinations for the position on the same day in both San Francisco and Cleveland during the American Library Association Conference.

## PUBLIC RELATIONS COMMITTEE

In the absence of Chairman Bransten, Commissioner Mohr reported that the Mayor's Office had been contacted relative to issuing the proclamation for National Library Week. Some of the other activities scheduled for that observance were also mentioned by Commissioner Mohr. A copy of Miss Anne M. Farrell's monthly public relations activities report had been provided each Commissioner.

## BOOKS AND ART COMMITTEE

Chairman Mohr reported progress on the efforts made to date to achieve a possible combination of the Friends of the Library, the Committee of Fifty and the San Franciscans for a Better Library.

Mrs. George E. Mott and Mrs. Andrew Ross were introduced by Chairman Mohr, who read Mrs. Mott's letter containing suggestions for the establishment of a genealogy section in the Main Library. The Books and Art Committee and Mr. Holman were asked to study Mrs. Mott's suggestions.

Chairman Mohr reported that she had talked with Mrs. Applegarth about the Library's participation in a program to be presented during the annual June observance of the Founding of San Francisco.

MAIN LIBRARY REHABILITATION COMMITTEE

Mr. A. Hews McCann was asked by Chairman Wu to comment on the fifth progress report on the study of the renovation of the Main Library building. Mr. McCann stated that the report pointed out what, in his opinion, must be done to make possible the alteration and expansion of the Main Library.

President Vavuris congratulated Mr. McCann on receiving his license to practice architecture in California. It was moved by Commissioner Mohr, seconded by Commissioner Gurich and unanimously adopted that a resolution of commendation be prepared to express to Mr. McCann the Commission's gratitude for his efforts on the part of the Library.

FINANCE, AUDIT AND BUDGET COMMITTEE

It was moved by Chairman Schwabacher, seconded by Commissioner Fanucchi and unanimously adopted that the following expenditures for March and the estimated expenditures for April be approved:

| Object of Expenditure | Expended March 1961 | Est. Expend. April 1961 |
|---|---|---|
| Salaries and Wages | $107,600.01 | $112,000.00 |
| Contractual Services | 2,093.43 | 2,000.00 |
| Binding | 4,900.00 | 4,900.00 |
| Materials and Supplies | 1,217.85 | 2,000.00 |
| Books | 11,689.77 | 50,000.00 |
| Binding Materials and Catalog Cards | 585.14 | 1,000.00 |
| Equipment | 1,887.27 | 3,000.00 |
| Membership Dues | 73.00 | 100.00 |
| Maintenance and Repair of Automotive Equipment | 50.00 | 100.00 |
| Reproduction Service | 51.08 | 50.00 |
| Telephone and Telegraph | 200.00 | 200.00 |
| Scavenger Service | 145.53 | 145.53 |
| Pest Control Service | ---- | 72.00 |
| Window Cleaning Service | ---- | 1,209.00 |
| Gasoline and Lubricants | 100.00 | 100.00 |
| Drygoods | 117.00 | 100.00 |
| Compensation Insurance | 35.00 | 100.00 |
| Retirement | 8,560.00 | 8,560.00 |
| Social Security Tax | 1,060.00 | 1,060.00 |
| Health Service | 549.00 | 549.00 |
| Branch Rentals | 1,225.00 | 1,225.00 |
| Services of OtherDepartments | 1,346.00 | 1,346.00 |
| Heat, Light and Power | 3,184.00 | 3,500.00 |
| TOTALS | $146,669.64 | $193,316.53 |

It was moved by Chairman Schwabacher, seconded by Commissioner Fanucchi and

unanimously adopted that an expenditure from the Fuhrman Bequest Fund in the amount of $7.65 for the month of March 1961, as submitted by the Librarian, be approved.

Chairman Schwabacher moved, Commissioner Fanucchi seconded and the Commission by unanimous action adopted the following resolution:

RESOLUTION #156

RESOLVED That a modification of contract in the amount of $1,090.56 be approved to permit certain additional work to be accomplished in connection with the construction of the Eureka Valley Branch Library, as recommended by the Bureau of Architecture.

Chairman Schwabacher moved, Commissioner Fanucchi seconded and the Commission by unanimous action adopted the following resolution:

RESOLUTION #157

RESOLVED That the Library Commission hereby approves the request for a supplemental budget appropriation in the amount of $4,066.00 to provide sufficient funds for Heat, Light and Power for the remainder of the 1960-61 fiscal year, as recommended by the Bureau of Light, Heat and Power.

Chairman Schwabacher moved, Commissioner Turner seconded and the Commission by unanimous action adopted the following resolution:

RESOLUTION #159

RESOLVED That the claim of Mrs. Vivienne Benson against the City and County of San Francisco (Library Department) be settled for the amount of $1,000.00, as recommended by the City Attorney. (For personal injuries which Benson claims were suffered because of an alleged defective condition in the design of a step at the Merced Branch Library.)

Commissioner Mohr moved, Commissioner Schwabacher seconded and the Commission by unanimous action adopted the following resolution:

RESOLUTION #160

RESOLVED That a Supplemental Appropriation in the amount of $6,110.00 be approved to reimburse the Temporary Wages Appropriation because of the unforeseen but necessary emergency expenditures which have depleted the Appropriation.

A letter from the City Attorney regarding the Library Commission's responsibilities in connection with the administration of the Waden bequest funds was read by the Secretary. The City Attorney had inquired specifically about the actions the Commission desired that he pursue with respect to stock options, exercise of rights and the signing of proxy statements.

It was moved by Commissioner Fanucchi, seconded by Commissioner Gurich and unanimously adopted that stock rights and fractional shares be sold now and in the future and that no proxies be executed by the City Attorney.

It was moved by Commissioner Fanucchi, seconded by Chairman Schwabacher and unanimously adopted that cash from the Waden bequest on deposit with the City Treasurer be placed in interest-bearing short-term Treasury bills or similar

short-term obligations.

BUILDING DEVELOPMENT AND MAINTENANCE COMMITTEE

Chairman Lepetich reported that excellent progress had been made on the construction of the Eureka Valley Branch Library. He added that the building is becoming very handsome as it takes shape.

In response to a question, the Secretary reported that the Real Estate Department was experiencing difficulties in its negotiations for the purchase of the site for the permanent Excelsior Branch Library. He added that it might be necessary to resort to condemnation proceedings in order to secure the property.

The Secretary was asked to supply the Commission with a current directory of department heads and branch librarians.

Commissioner Ehrhardt asked about the feasability of locating a downtown branch library in the Golden Gate Redevelopment Area. Although this suggestion had been made previously and the possibility had been investigated at that time, it was proposed that it be checked again.

It was moved by Commissioner Schwabacher, seconded by Commissioner Ehrhardt and unanimously adopted that the Committee again visit the Bayview District to ascertain if there are additional possibilities for a library location other than the one at Revere and Bay View Streets and that the Committee report back to the Commission at the May meeting.

ORGANIZATION AND OPERATIONS COMMITTEE

It was moved by Chairman Fanucchi, seconded by Commissioner Turner and unanimously adopted that the following resolution be approved:

RESOLUTION #158

RESOLVED That the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of March, 1961, be approved:

| B222 GENERAL CLERK | B512 GENERAL CLERK-TYPIST | X52 LIBRARY PAGE, Part-time | |
|---|---|---|---|
| Popoff, Nicholas | Lum, Frances | Sullivan, Thomas | King, Richard |
| | Boreman, Gilbert | Guralnich, Kathryn | Dawson, Laura |

TEMPORARY APPOINTMENTS AND RECERTIFICATIONS

X42 LIBRARIAN, Part-time

| | |
|---|---|
| Kavanaugh, Joan | Benas, Gwendolyn |
| Motta, Anita | |

AND FURTHER That the following resignations of non-civil service, part-time and temporary positions be accepted:

| B512 GENERAL CLERK-TYPIST | X42 LIBRARIAN, Part-time | X52 LIBRARY PAGE, Part-time |
|---|---|---|
| Lum, Frances | Ellis, Annis | Holmes, James |
| Boreman, Gilbert | Kerr, J. Ruskin | Kilkenny, Michael |

B222 GENERAL CLERK
Louden, Lloyd

President Vavuris welcomed Mrs. Natalie Carroll, 1961 Grand Jury member, Mrs. Alice Thomas, president of the Staff Association, and Mrs. A. Garabedian of the P.T.A.

Mrs. Thomas invited the Commissioners to attend the Library Week Kick-Off Dinner and the other events and programs prepared for National Library Week.

Commissioners were urged by the president to attend the California Library Association District Meeting to be held in Redwood City on Saturday, April 15, 1961.

COMMUNICATIONS

From Dion R. Holm, City Attorney, re: the Commission's responsibility for the administration of the Waden bequest. See FINANCE, AUDIT AND BUDGET COMMITTEE report.

From William W. Wurster, Dean, College of Environmental Design, University of California, Berkeley, re: gratitude for Commission's letter of appreciation for making Mr. A. Hews McCann available for the study of the Main Library building. See MAIN LIBRARY REHABILITATION COMMITTEE report.

From Charles W. Griffith, City Architect, re: modification of contract. See FINANCE, AUDIT AND BUDGET COMMITTEE report.

It was moved by Commissioner Mohr, seconded by Commissioner Schwabacher and unanimously adopted that the meeting be declared adjourned until 3:30 P.M. Tuesday, May 2, 1961, and in respect to the memory of Mrs. Ella Creede Paine, a staff member of the San Francisco Public Library for forty-seven years.

Respectfully submitted,

Frank A. Clarvoe, Jr., Secretary

May 11, 1961

Proceedings of the regular meeting of the San Francisco Public Library Commission held Tuesday, May 2, 1961, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:35 P.M. by President Vavuris.

The Pledge of Allegiance to the Flag was led by Commissioner Fanucchi.

On roll call the following were noted present: Commissioners Ehrhardt, Fanucchi, Girdner, Lepetich, Mohr, Schwabacher, Turner, Vavuris and Wu. Absent: Commissioners Bransten and Gurich.

Since there were no objections, President Vavuris declared the minutes of the April meeting approved as submitted.

Mr. Holman reviewed for the Commission the budget hearings held by Mayor Christopher and the Finance Committee of the Board of Supervisors. An examination for X42 Librarian applicants to be conducted during the American Library Association Conference in Cleveland is being proposed, the City Librarian announced. He also outlined the efforts being made to attract college students for Library Page positions. His attendance at various meetings and his appearances before several community groups were mentioned by Mr. Holman.

Mr. Harold Treskunoff, a member of the public in attendance at the meeting, asked that exhibits in the Library reflect greater universality in points of view. President Vavuris stated that he would refer this matter to the appropriate standing committee of the Commission.

Commissioner Lepetich moved, Commissioner Fanucchi seconded and the Commission by unanimous action voted to have a letter sent to the San Francisco Chronicle thanking the newspaper for its favorable and accurate editorial in support of the Library's proposed program for improvement as reflected in the 1961-62 budget requests.

PUBLIC RELATIONS COMMITTEE

In the absence of Chairman Bransten, Vice-Chairman Girdner reported for the Committee. She was welcomed to her first meeting since hospital confinement by President Vavuris. Her appreciation for the flowers sent to her by the Commission was expressed by Commissioner Girdner. She asked Commissioner Mohr to comment on recent Committee activities.

Commissioner Mohr announced that a program would be presented on June 28, 1961 in connection with the Founding of San Francisco observance. The program, to be presented in Pioneer Hall, will be under the joint sponsorship of The Society of California Pioneers and the Library Commission. Mr. Harold T. Gilliam will be the speaker of the evening.

The progress made to date on the formation of the Library League was summarized by Commissioner Mohr. She indicated that interest in and support of the new organization had proved to be very gratifying.

MAIN LIBRARY REHABILITATION COMMITTEE

Although the budget request for $20,000 for the architectural survey had

been deleted from the 1961-62 budget, there is still hope that the $1,000 requested for a survey of the Library's processing activities and physical arrangements will be approved, Chairman Wu reported.

BUILDING DEVELOPMENT AND MAINTENANCE COMMITTEE

Chairman Lepetich stressed the rapid progress being made on the construction of the Eureka Valley Branch Library. He reported that the $21,000 supplemental for furniture and furnishings was in the Controller's Office, and that the Library Department is compiling a list of the items to be purchased for the new branch.

Progress on the acquisition of the site for a permanent branch library in the Excelsior District was reported by Chairman Lepetich, who also mentioned that an inspection tour of the Bayview District had been made by the Committee in an effort to locate additional possible sites for the permanent branch library in that area.

BOOKS AND ART COMMITTEE

Chairman Mohr reported progress for the Committee. She stated that a staff committee appointed by Mr. Holman had not had sufficient time to make recommendations regarding the book collection, and that until a report is received from the staff group the Books and Art Committee will not decide about the expansion of the genealogy collection or other matters suggested for the Committee's consideration.

ORGANIZATION AND OPERATIONS COMMITTEE

It was moved by Chairman Fanucchi, seconded by Commissioner Lepetich and unanimously adopted that the following resolution be approved:

RESOLUTION #161

RESOLVED That the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of April, 1961, be approved:

B222 GENERAL CLERK
Durden, John
Graves, Edna

X42 LIBRARIAN
Gotelli, Dominic
McKenzie, Christie
Norton, Mary

X52 LIBRARY PAGE, Part-time
Gross, Lionel
Lee, Michael
Costello, Guido Jr.
Shea, Paula
Newbury, George
Ramey, Linda
Wollman, William
Popoff, Nicholas

TEMPORARY APPOINTMENTS AND RECERTIFICATIONS
X42 LIBRARIAN, Part-time
Sellman, Roland
Gosland, Philip
Sebanc, Donald

AND FURTHER That the following resignations of non-civil service, part-time and temporary positions be accepted:

B222 GENERAL CLERK
Popoff, Nicholas

X52 LIBRARY PAGE, Part-time
Labagh, Paul
Keane, Neil
Muscat, Raymond (cont.)

X42 LIBRARIAN, Part-time
Smith, Phyllis
Bristol, James
Bristol, Marie
Giblin, Judy

FINANCE, AUDIT AND BUDGET COMMITTEE

It was moved by Chairman Schwabacher, seconded by Commissioner Fanucchi and unanimously adopted that the following expenditures for April and the estimated expenditures for May be approved:

| Object of Expenditure | Expended April 1961 | Est. Expend. May 1961 |
|---|---|---|
| Salaries and Wages | $105,670.70 | $110,000.00 |
| Contractual Services | 1,020.67 | 8,000.00 |
| Binding | 4,900.00 | 4,900.00 |
| Materials and Supplies | 2,381.96 | 2,000.00 |
| Books | 43,082.37 | 50,000.00 |
| Binding Materials and Catalog Cards | 1,506.30 | 1,000.00 |
| Equipment | 2,183.52 | 1,700.00 |
| Membership Dues | 30.00 | 125.00 |
| Maintenance and Repair of Automotive Equipment | 90.79 | 200.00 |
| Reproduction Service | 24.35 | 100.00 |
| Telephone and Telegraph | 200.00 | 200.00 |
| Scavenger Service | 145.53 | 145.53 |
| Pest Control Service | 72.00 | ---- |
| Window Cleaning Service | 1,209.00 | ---- |
| Gasoline and Lubricants | 100.00 | 100.00 |
| Drygoods | ---- | 100.00 |
| Compensation Insurance | 50.00 | 50.00 |
| Retirement | 8,560.00 | 8,560.00 |
| Social Security Tax | 1,060.00 | 1,060.00 |
| Health Service | 549.00 | 549.00 |
| Rental of Branches | 1,225.00 | 1,225.00 |
| Services of OtherDepartments | 1,346.00 | 1,346.00 |
| Heat, Light and Power | 3,136.08 | 3,400.00 |
| TOTALS | $178,533.27 | $194,760.53 |

It was moved by Chairman Schwabacher, seconded by Commissioner Fanucchi and unanimously adopted that an expenditure from the Fuhrman Bequest Fund in the amount of $12.55 for the purchase of books on economic and political subjects for the month of April, 1961, as submitted by the Librarian, be approved.

Chairman Schwabacher reported that pursuant to the Commission's request, the cash portion of the Maden bequest had been placed in an interest-bearing 180-day call bank account.

On the matter of State aid for public libraries, President Vavuris stated that it would be necessary for the Commission to take a formal position on the legislation before it would be considered by the State Legislation Committee of the City and County. Commissioner Mohr reported that the provisions for financial grants had been amended out of Senate Bill 789 because Senator Farr, the sponsor of the legislation, felt that it would not pass at this session with grant provisions included. Supporters of S.B. 789 felt it important to have the principle

of State assistance approved at this session of the Legislature.

It was moved by Commissioner Fanucchi and seconded by Commissioner Mohr that the principle of State aid to public libraries, S.B. 789, be supported by the Commission and that the Senate Committees conducting hearings on the legislation as well as the City and County's State Legislation Committee be made aware of the Commission's endorsement in principle. Following discussion, a vote was taken on the motion. It passed by a vote of 8 to 1, Commissioner Ehrhardt dissenting.

A poll taken of Commission members indicated that six Commissioners planned to attend the Governor's Conference for Public Library Trustees and Officials to be held in Sacramento, June 12-13, 1961.

COMMUNICATIONS

From Edward F. Mitchell, re: his pleasure at learning of the Library's request for an enlarged downtown branch location and his appreciation for the high quality of service provided by the staff at the present branch. Acknowledge, file, copies to Finance Committee.

From Z. L. Goosby, D.D.S., re: need for branch library in the Western Addition Redevelopment Area. Acknowledge and file.

From Harold Treskunoff, re: his opinion of the need for a book charging system which would provide an immediate, accurate check of books returned against books checked out. Mr. Treskunoff, in attendance at the meeting, elaborated on the contents of his letter. Matter to be referred to appropriate standing committee.

There being no further business to come before the Commission, the meeting was declared adjourned to 3:30 P.M. Tuesday, June 6, 1961.

Respectfully submitted,

Frank A. Clarvoe, Jr.



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June 16, 1961

Proceedings of the regular meeting of the San Francisco Public Library Commission held Tuesday, June 6, 1961, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:50 P.M. by President Vavuris.

The Pledge of Allegiance to the Flag was led by Commissioner Turner.

On roll call all Commissioners were noted present.

It was moved by Commissioner Mohr and seconded by Commissioner Turner that the minutes of the May meeting be approved and placed on file. There being no objection, it was so ordered.

PUBLIC RELATIONS COMMITTEE

Chairman Bransten reported on the recent meeting which had been held at the Presidio Officers Club for the purpose of formally establishing a combined library support group. "Friends of the San Francisco Public Library" had been selected as the name for the new organization, Alan K. Browne had been elected president and other officers and the by-laws and articles of incorporation had been approved, Chairman Bransten stated.

It was moved by Commissioner Ehrhardt, seconded by Commissioner Schwabacher and unanimously adopted that a resolution of congratulation be forwarded to the Friends of the San Francisco Public Library, wishing them success in their stated objective of supporting the Library and thanking them for their generous action in purchasing an addressing machine for the Library's use.

Following discussion on the matter, it was moved by Chairman Bransten, seconded by Commissioner Mohr and unanimously adopted that each Commissioner decide individually on the appropriateness of joining the Friends of the San Francisco Public Library himself.

Commissioner Mohr moved, Commissioner Girdner seconded and the Commission by unanimous action directed the Secretary to prepare suitable resolutions of commendation to mark the retirement of Miss Anne M. Farrell from the San Francisco Public Library.

Commissioner Mohr moved, Commissioner Gurich seconded and the Commission by unanimous action directed the Secretary to prepare suitable resolution of commendation to mark the retirement of Miss Frances Langpaap from the San Francisco Public Library.

Chairman Bransten called the Commission's attention to Miss Farrell's monthly public relations activities report which had been made available to each Commissioner.

MAIN LIBRARY REHABILITATION COMMITTEE

Chairman Wu reported progress for his Committee.

BUILDING DEVELOPMENT AND MAINTENANCE COMMITTEE

Chairman Lepetich reported that the Eureka Valley Branch Library construction

is somewhat ahead of schedule. He added that the $21,000 supplemental appropriation for furniture and furnishings for the branch had been finally approved and that purchase of these equipment items would proceed immediately.

The necessity for resorting to eminent domain proceedings to secure the site selected for the new Excelsior Branch Library was reported by Chairman Lepetich. He stated that the Real Estate Department had prepared the necessary legislation to facilitate this matter.

The lease for the new Business Branch Library should be approved within the next week, Chairman Lepetich reported. He informed the Commission that it may be necessary to seek supplemental funds to prepare the new premises for Library occupancy.

It was moved by Commissioner Fanucchi, seconded by Chairman Lepetich and unanimously approved that the City Librarian be granted permission to close the Business Branch Library for a period sufficient to permit the orderly relocation of the branch in the new quarters at 551 Market Street.

BOOKS AND ART COMMITTEE

Chairman Mohr reported that the staff committee appointed by the City Librarian to develop book selection and related policies had held meetings and is making progress, but that a final set of recommendations will not be available until possibly the August Commission meeting.

Senate Finance Committee disapproval of Senate Bill 789, relating to State aid to public libraries was reported by Chairman Mohr. It will be another two years before a new bill may be introduced, the Chairman added.

FINANCE, AUDIT AND BUDGET COMMITTEE

It was moved by Chairman Schwabacher, seconded by Commissioner Gurich and unanimously adopted that the following expenditures for May and the estimated expenditures for June be approved:

| Object of Expenditure | Expended May 1961 | Est. Expend. June 1961 |
|---|---|---|
| Salaries and Wages | $105,983.54 | $110,000.00 |
| Contractual Services | 8,641.86 | 280.00 |
| Binding | 4,900.00 | 6,102.00 |
| Materials and Supplies | 990.20 | 1,094.00 |
| Books | 40,791.86 | 16,500.00 |
| Binding Materials and Catalog Cards | 750.00 | 2,000.00 |
| Equipment | ---- | 2,000.00 |
| Membership Dues | 45.00 | 100.00 |
| Maintenance and Repair of Automotive Equipment | 212.00 | 110.00 |
| Reproduction Service | 50.00 | 50.00 |
| Telephone and Telegraph | 205.80 | 300.00 |
| Scavenger Service | 145.53 | 145.53 |
| Pest Control Service | 15.00 | 18.00 |
| Gasoline and Lubricants | 115.28 | 100.00 |
| Drygoods | ---- | 100.00 |
| Compensation Insurance | 45.00 | 50.00 |
| Retirement | 8,178.00 | 8,178.00 |
| Social Security Tax | 1,060.00 | 1,117.00 |
| Health Insurance | 549.00 | 556.00 |
| Rental of Branches | 1,225.00 | 1,225.00 |

| | | |
|---|---|---|
| Services of Other Departments | 1,346.00 | 1,346.00 |
| Heat, Light and Power | 2,958.69 | 3,000.00 |
| TOTALS | $178,212.76 | $154,471.53 |

It was moved by Chairman Schwabacher, seconded by Commissioner Fanucchi and unanimously adopted that expenditures from the Fuhrman Bequest Fund in the amount of $34.63 for the purchase of books on economic and political subjects for the month of May, 1961, as submitted by the Librarian, be approved.

Commissioner Fanucchi moved, Commissioner Gurich seconded and the Commission by unanimous action voted to approve Resolutions #162, 163 and 164 relating to modifications of the construction contract for the Eureka Valley Branch Library. (Resolution #162 provides for a reduction in the contract price of $215.36; Resolutions #163 and 164 provide for additions to the contract price of $367.38 and $157.16, respectively.)

It was moved by Commissioner Turner, seconded by Commissioner Bransten and unanimously adopted that a settlement in the amount of $500.00, as recommended by the City Attorney, be approved in the action brought on behalf of Ian Mackenzie Washburn against the City and County of San Francisco for personal injuries allegedly sustained on the grounds of the North Beach Branch Library.

Commissioner Mohr moved that the electrical installation for the Eureka Valley Branch Library incorporate a provision for sufficient night lighting inside and outside the building to deter vandalism and to make the branch more attractive after closing. The motion was seconded by Commissioner Lepetich and unanimously adopted.

ORGANIZATION AND OPERATIONS COMMITTEE

It was moved by Chairman Fanucchi, seconded by Commissioner Gurich and unanimously adopted that the following resolution by approved:

RESOLUTION #165

RESOLVED That the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of May, 1961, be approved:

| B222 GENERAL CLERK | B228 SENIOR CLERK | X42 LIBRARIAN |
|---|---|---|
| Downing, Marguerite | Little, Veronica | Fick, Daisy |
| | | Milber, Rose |

X52 LIBRARY PAGE, Part-time

| | | |
|---|---|---|
| Campodonico, Lois | Blakkan, Renee | Oaks, David |
| Ohashi, Victor | Freese, Jean | McDonald, Philip |
| Bartels, Barbara | Chan, Gerald | Vennett, Renee |
| Pandell, Effie | Louie, Vincent | McDonald, William |

TEMPORARY APPOINTMENTS AND RECERTIFICATIONS

X42 LIBRARIAN, Part-time

| | | |
|---|---|---|
| McGowan, Geraldine | Forsell, JoAnn | Lynch, Carol |
| Smith, Harriet | Brown, Victor | Nobbe, Emelia |
| Milber, Rose | | Fick, Daisy |

AND FURTHER That the following resignations of non-civil service, temporary and part-time positions be accepted:

| X42 LIBRARIAN, Part-time | X52 LIBRARY PAGE, Part-time | |
|---|---|---|
| Allen, Patricia | McDonald, William | Egan, Thomas |
| DuPuis, Jerry | Sullivan, Thomas | King, Richard |
| Stallings, Selma | Newbury, George | Dugan, David |
| | Engelstein, Louis | Thom, James |
| | Storelli, Thomas | |

Chairman Panucchi stated that she expected to schedule a meeting of the Committee prior to the regular August meeting of the Commission.

CITY LIBRARIAN'S REPORT

The following matters were reported by Mr. Holman and/or discussed by the Commission:

1. Copies of the Library's plans for 1961-62 are being mailed to the officers of the Friends of the San Francisco Public Library, to other California libraries, library schools, California state colleges, and to other selected institutions and individuals.

2. The shifts of personnel and the alteration of various Main Library areas, particularly those relating to the establishment of an integrated processing division for technical services.

3. Demonstrations of certain items of equipment proposed for purchase after July 1, 1961 and included in the 1961-62 budget.

4. The problems of recruitment, including advertising, testing and the sources of applicants.

President Vavuris asked that the Public Relations Committee work with the City Librarian on the matter of recruitment. Commissioner Mohr stated that Library trustees and commissioners have been most helpful over the nation in recruiting activities.

President Vavuris asked that the Books and Art Committee study the matter of scheduling showings of so-called controversial motion pictures at the free film programs.

Commissioner Mohr emphasized that the Commission is a sponsor of the program to be presented on June 25 commemorating the founding of San Francisco. She urged all Commissioners to attend.

President Vavuris introduced Mrs. Garabedian of the P.-T.A and Mrs. Mott and Mrs. Ross who expressed interest in the activities of the Friends of the Library organization.

COMMUNICATIONS

From Charles W. Griffith, City Architect, re: modifications of contract, Eureka Valley Branch Library. See Finance, Audit and Budget Committee report.

From Dion R. Holm, City Attorney, re: proposed settlement against the City

and County for personal injury sustained at the North Beach Branch Library. See Finance, Audit and Budget Committee report. File.

From Martin Snipper, Director, 15th Annual Art Festival, re: request for permission to use certain Main Library facilities for the collection and temporary storage of paintings to be exhibited during the Annual Art Festival, September 21-24, 1961, and for utilizing the steps of the Fulton Street entrance for the bandstand. Permission granted, but Secretary to ascertain insurance coverage so that Library will not be held liable for injury or damage. File.

From Miss Anne M. Farrell, Head Librarian, re: her gratitude to the Commission for help and encouragement during her many years of service with the Library Department. Achnowledge with resolution, as approved by the Commission. File.

There being no further business to come before the Commission, it was moved by Commissioner Schwabacher, seconded by Commissioner Gurich and unanimously approved that the meeting be declared adjourned to 3:30 P.M. Tuesday, August 1, 1961.

Respectfully submitted.

Frank L. Clarvoe, Jr., Secretary

August 9, 1961

Proceedings of the regular meeting of the San Francisco Public Library Commission held Tuesday, August 1, 1961, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:35 P.M. by President Vavuris.

The Pledge of Allegiance to the Flag was led by Commissioner Girdner.

On roll call the following were noted present: Commissioner Bransten, Ehrhardt, Fanucchi, Girdner, Gurich, Lepetich, Mohr, Turner, Vavuris and Wu. Absent: Commissioner Schwabacher.

It was moved by Commissioner Gurich and seconded by Commissioner Mohr that the minutes of the June meeting be approved and placed on file. There being no objection, it was so ordered.

The City Librarian reported to the Commission on his attendance at the American Library Association Conference held in Cleveland, Ohio. Particularly useful and informative were the pre-conference meeting on rare books, the circulation studies conducted by the Library Technology Project, the meeting of librarians of large metropolitan libraries and conversations with Mr. Greenaway, Mr. Kingery and Mr. Ulveling, Mr. Holman stated. He complimented Mr. Gurich on being an able representative of the Library Commission, and presented details of the personnel interviews conducted for X10 Coordinator and X42 Librarian positions.

PUBLIC RELATIONS COMMITTEE

Chairman Bransten asked Commissioner Gurich to report on his attendance at the A.L.A. Conference. Commissioner Gurich called the Commission's attention to his written report and to the policy statement developed by the American Library Trustees Association.

Mr. Holman was asked by Chairman Bransten about the difficulties involved in securing trained librarians. Mr. Holman stated that the problem was made more difficult by the residence requirement, the necessity for applicants to pass a written examination, even for the entering X42 Librarian classification, and the restriction of being able to hire only at the lowest professional level. He also spoke of the necessity for increasing the opportunities for in-service training. Following general discussion on this important matter, President Vavuris asked the Organization and Operations Committee to study it in detail and report back to the Commission.

Commissioner Mohr was asked to report on her attendance at the Library Public Relations Workshop conducted by Sarah Wallace at the University of San Francisco. The need for a coordinated public relations program including the publication of materials for and about the library was stressed by Commissioner Mohr. She added that an on-going public relations program must be handled primarily by library staff rather than by commissioners or trustees.

Chairman Bransten reported that the Friends of the Library were prepared to embark on an active program in the Fall of the year, and that one meeting had been held after the general organizational meeting conducted at the Presidio.



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MAIN LIBRARY REHABILITATION COMMITTEE

Chairman Wu reported that members of the Committee hoped to meet with Mayor Christopher soon to study the possibility of placing a bond issue on the November 1962 ballot for the general refurbishing and reconstruction of the Main Library.

FINANCE, AUDIT AND BUDGET COMMITTEE

In the absence of Chairman Schwabacher, Commissioner Fanucchi reported for the Committee. She moved, Commissioner Turner seconded and the Commission by unanimous action voted to approve the following expenditures for June and July and the estimated expenditures for August, 1961:

| Object of Expenditure | Expended June 1961 | Expended July 1961 | Est. Expend. August 1961 |
|---|---|---|---|
| Salaries and Wages | $104,709.48 | $103,585.43 | $120,000.00 |
| Contractual Services | 690.01 | 3,614.77 | 3,600.00 |
| Binding | 6,101.00 | 4,490.00 | 4,490.00 |
| Materials and Supplies | 1,112.57 | 8,023.05 | 8,000.00 |
| Books & Other Library Materials | 16,052.73 | 44,892.30 | 75,000.00 |
| Binding Materials & Catalog Cards | 1,472.00 | ---- | ---- |
| Equipment | 1,171.48 | 3,450.00 | 6,000.00 |
| Equipment - Eureka Valley Branch | ---- | 3,654.01 | 10,000.00 |
| Membership Dues | 27.00 | 13.00 | 50.00 |
| Maint. & Repair of Automotive Equipment | 103.96 | 100.00 | 100.00 |
| Reproduction Service | 35.00 | 10.00 | 50.00 |
| Telephone and Telegraph | 212.46 | 210.00 | 500.00 |
| Scavenger Service | 145.53 | 150.00 | 150.00 |
| Window Cleaning Service | ---- | 5,230.00 | ---- |
| Pest Control Service | 15.00 | 144.00 | ---- |
| Gasoline and Lubricants | 125.00 | 100.00 | 100.00 |
| Drygoods | 104.50 | ---- | 50.00 |
| Compensation Insurance | 35.67 | 35.67 | 50.00 |
| Retirement | 8,264.00 | 6,282.00 | 6,282.00 |
| Social Security Tax | 1,021.63 | 1,710.00 | 1,710.00 |
| Health Service | 576.00 | 567.00 | 567.00 |
| Rental of Branches | 1,225.00 | 1,615.00 | 1,615.00 |
| Services of Other Departments | 1,346.00 | 1,363.00 | 1,363.00 |
| Heat, Light and Power | 3,053.00 | 3,100.00 | 3,000.00 |
| Land | ---- | 1,000.00 | ---- |
| TOTALS | $147,604.72 | $198,339.23 | $242,677.00 |

It was moved by Commissioner Fanucchi, seconded by Commissioner Lepetich and unanimously adopted that expenditures from the Fuhrman Bequest Fund in the amount of $599.69 for the purchase of books on economic and political subjects for the month of June, 1961, as submitted by the Librarian, be approved.

Commissioner Fanucchi moved, Commissioner Mohr seconded and the Commission by unanimous action voted to approve Resolutions #166, 167, and 168 relating to modifications of the construction contract for the Eureka Valley Branch Library. (Resolutions #166, 167 and 168 provide for additions to the contract price of $241.64, $330.67 and $283.00, respectively.)

BOOKS AND ART COMMITTEE

Chairman Mohr inquired if the total amount appropriated for books in the

1960-61 fiscal year had been spent. The City Librarian stated that despite the heavy load imposed on the Order and Catalog Departments, the funds had been almost completely spent. (A small balance of $464.16 remained out of the original appropriation of $325,000.00.)

In reply to Chairman Mohr's question, the Secretary reported that the Bufano statue had been installed at the Eureka Valley Branch Library.

BUILDING DEVELOPMENT AND MAINTENANCE COMMITTEE

Chairman Lepetich reported that the Eureka Valley Branch Library was virtually completed, and that the building is a handsome addition to the branch system. Because the $21,000 for furniture and furnishings was approved as a supplemental late in the last fiscal year the purchase of furniture items was delayed. However, the Eureka Valley Branch should be open to the public in about sixty days, Chairman Lepetich added.

On the matter of purchasing the site for the permanent Excelsior Branch Library, Chairman Lepetich reported that the Finance Committee of the Board of Supervisors would consider the proposal and expenditure at its meeting of Wednesday, August 2, 1961.

Further investigation of sites suitable for a permanent branch extension in the Bayview District will be undertaken by the Committee soon, Chairman Lepetich stated.

The Secretary reported that the Director of Public Works had forwarded a list of four approved architects for the Excelsior and Western Addition branch library projects. It was moved by Commissioner Fanucchi, seconded by Commissioner Mohr and unanimously adopted that the firm of Appleton & Wolfard be designated project architects for both the Excelsior and Western Addition branch libraries.

Following discussion, Commissioner Turner moved, Commissioner Gurich seconded and by unanimous action the Commission voted to request that the Building Development and Maintenance Committee study the question of the optimum size of the Western Addition Branch Library.

ORGANIZATION AND OPERATIONS COMMITTEE

It was moved by Chairman Fanucchi, seconded by Commissioner Mohr and unanimously adopted that the following resolutions be approved:

RESOLUTION #162

RESOLVED That the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of June, 1961, be approved:

B222 GENERAL CLERK
Giancella, Johanna
Egan, Theresa
Edmondson, Raymond

0-166.1 JR. OPERATING ENGINEER
Johnson, Horace

X40 SENIOR LIBRARIAN
Young, Annie
Sullivan, Patricia
Michalske, Robert

X42 LIBRARIAN
Smith, Harriet
McKenzie, Christy
McDonald, Claire
Daly, John
Brown, Malcolm

X52 LIBRARY PAGE, Part-time
Kirby, Richard
Donofrio, John
Foster, Vivian
Magaoay, Lucena
Wong, Aaron
Ashmore, Patricia
Lastrucci, Kathy
Farone, Marie

TEMPORARY APPOINTMENTS AND RECERTIFICATIONS

X42 LIBRARIAN, Part-time

Bersie, Helen

AND FURTHER, That the following resignations of non-civil service, part-time and temporary positions be accepted:

X42 LIBRARIAN, Part-time

Moran, George
Houser, Jerry
Gardiner, Marjorie
Murphy, Kathleen
Galban, George

X52 LIBRARY PAGE, Part-time

| | |
|---|---|
| Freese, Jean | Mateu, Peter |
| Berry, Kenneth | Richards, Betty |
| Lacy, Leslie | O'Sullivan, James |
| Potter, Ronald | O'Connor, Kevin |
| Crowley, Robert | O'Dwyer, William |
| Sheldon, Lee | Boyle, Martin |
| Keller, Joan | |

RESOLUTION #170

RESOLVED That the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of July, 1961, be approved:

B511 TYPIST

| | | | |
|---|---|---|---|
| Nathan, Patricia | Halson, June | Smith, Catherine | McCann, Marian |
| Richardson, Charlotte | Kinsky, Diane | Labagh, Theresa | Moore, Pat |
| Cunningham, Donald | McGettigan, Neal | DeWeese, Roger | Murphy, Marguerite |
| Martins, Diane | Moore, Pamela | Lampros, Adele | Ashmore, Pat |
| Palmer, Penny | Maloney, Jo Ann | Driscoll, Daniel | Dunn, Mary |
| Branchcombe, Helen | Ramey, Linda | Dawson, Laura | Kirby, Richard |
| Scannell, Andrea | Flynn, Mary | Guaralnick, Katheryn | Keane, Linda |
| Hunter, Maureen | Carson, Marianne | Blakkan, Renee | McCormack, Jim |

B512 GENERAL CLERK TYPIST

Coleman, Edmund
Egan, Theresa
Popoff, Nicholas
Tiffer, Raul

X42 LIBRARIAN

| | |
|---|---|
| Kirby, Richard | Thorn, Joseph |
| Keane, Linda | Fowler, Martha |
| Eklund, Carl | Herold, Marie |
| McCarthy, James | O'Brien, Brenda |

X52 LIBRARY PAGE, Part-time

| | | | |
|---|---|---|---|
| Adams, Bernard | Yoshikawa, Ted | Coleman, Edmond | O'Donnell, Kathy |
| Boxerbaum, Herman | Moore, Pamela | McDonald, Claire | Poulos, James |
| Davis, Samuel | Moore, Patricia | Martins, Diane | Vaughan, Moira |
| DeRade, William | Kinsky, Diane | Motta, Anita | Wong, Betty |
| Graham, Michael | Allen, Michael | Nerney, Dennis | Zeidler, Gary |
| Mulkeen, Thomas | Carrera, Barbara | O'Connor, Daniel | Crow, Gladys |
| Daly, John | Engemann, Carole | Edmondson, Raymond | Fazio, Joan |
| Galvin, Michael | Gardiner, Robert | Gosland, Philip | Keating, Michael |

TEMPORARY APPOINTMENTS AND RECERTIFICATIONS

X42 LIBRARIAN, Part-time

Norton, Mary
Cox, Barbara
Del Secco, Claudette

AND FURTHER That the following resignations of non-civil service, part-time and temporary positions be accepted:

X42 LIBRARIAN, Part-time

| | | | |
|---|---|---|---|
| Belden, Walter | Allen, Michael | Motta, Anita | Poulos, James |
| Herold, Marie | Engelann, Carole | Nerney, Dennis | Zeidler, Gary |
| Gotelli, Dominic | Gardiner, Robert | O'Connor, Daniel | Crow, Gladys |
| Moore, Pamela | Coleman, Edmond | Edmondson, Raymond | Fazio, Joan |
| Kinsky, Diane | McDonald, Claire | O'Donnell, Kathleen | Keating, Michael |

X52 LIBRARY PAGE, Part-time
Gee, Kymond
Hanratty, Marilyn

Chairman Fanucchi reported that the Business Branch Library at 68 Post Street had been closed on Friday, June 23, 1961. Operations at the new location, 551 Market Street, were commenced on Monday, July 17, 1961. The move was accomplished by Library personnel, but the Department of Public Works was extremely helpful in performing necessary electrical, carpentry and painting work to enable the library to open on the announced date and without having to resort to a request for supplemental funds, Chairman Fanucchi added.

President Vavuris asked that the Organization and Operations and Public Relations Committees meet jointly to map dedication plans for both the relocated Business Branch and the new Eureka Valley Branch libraries.

In response to a question from Commissioner Ehrhardt, the City Librarian stated that a successor to Miss Anne Farrell had not been named, but that Mr. Ted Jung was handling the task of preparing and installing exhibits.

It was requested by President Vavuris that the Public Relations Committee develop a policy on the scope and extent of future public relations programs for the Library.

Commissioner Gurich moved, Commissioner Turner seconded and the Commission by unanimous action voted to hold the operating schedule of the Main Library at the present level of 69 hours per week, Monday through Saturday.

Mr. Holman distributed a copy of the suggested book selection and associated policies prepared by the staff committee to each Commissioner. The City Librarian asked that the Commission study the recommendations prior to the September meeting.

On the matter of suggested changes in the present fines schedule, Commissioner Fanucchi moved, Commissioner Gurich seconded and the Commission by unanimous action voted to send the staff report to the Organization and Operations Committee for study and recommendations.

Following discussion, it was moved by Commissioner Bransten, seconded by Commissioner Lepetich and unanimously adopted that the Commission be on record as approving the recommendation of the Judiciary Committee of the Board of Supervisors that the Library Commission be reduced in size from eleven to seven members.

COMMUNICATIONS

From Reuben H. Owens, Director of Public Works, re: list of approved architects for the Excelsior and Western Addition branch library projects. BUILDING DEVELOPMENT AND MAINTENANCE COMMITTEE.

From Raymond S. Kimbell, General Manager, Recreation and Park Department, re:

meeting between Recreation and Park and Library representatives for the final delineation of site size for the Western Addition Branch Library. Acknowledge and file.

From Mrs. Hugh S. Baker, Vice-President, Dolores Valley Improvement Association, re: retaining name of McCreery for the Eureka Valley Branch Library. Acknowledge, advising of Commission's policy of naming branch extensions for general districts in which located.

From Herman Hextrum, Jr., Secretary, Visitacion Valley Improvement Association, re: protesting cutting of operating hours at the Visitacion Valley Branch Library. Acknowledge, explaining policy regarding service and staffing of branch libraries as approved by Library Commission.

From Mrs. Mary G. Linton, Secretary, Midtown Terrace Homeowners Association, re: request for a branch library in Midtown Terrace. Acknowledge, informing the Association that a branch is proposed for the Diamond Heights Redevelopment Area which would also serve Midtown Terrace and other contiguous areas.

From Mrs. Edna F. Erney, Secretary, Eureka District Merchants Association, re: protesting installation of Bufano statue in the Eureka Valley Branch Library. BOOKS AND ART COMMITTEE.

Respectfully submitted,

Frank A. Clarvoe, Jr., Secretary



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September 14, 1961

Proceedings of the regular meeting of the San Francisco Public Library Commission held Tuesday, September 5, 1961, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:30 P.M. by President Vavuris.

On roll call the following were noted present: Commissioners Ehrhardt, Fanucchi, Girdner, Gurich, Lepetich, Mohr, Schwabacher, Turner, Vavuris and Wu. Absent: Commissioner Bransten.

The Pledge of Allegiance to the Flag was led by Commissioner Turner.

President Vavuris asked if there were additions or corrections to the minutes of the August meeting; hearing none, he ordered them approved as submitted and placed on file.

The City Librarian reported that on third hearing the Finance Committee of the Board of Supervisors had approved by a vote of two to one the Library's request for the purchase of the site at the southwest corner of Mission and Cotter Streets for the permanent Excelsior Branch Library. Other points covered by Mr. Holman included: the agreement with the Civil Service Commission that entering X42 Librarian applicants may be hired without having them be tested by written examination; that a staff committee is studying the problems of selection of books for binding and discard; that the possibility of increasing book capacity of branch libraries is receiving additional attention; that all librarians doing work with children would be expected to attend the monthly A.C.L. meetings; that the furniture for the Eureka Valley Branch Library had all been ordered, but that it would probably be sixty days before all items are delivered; and, in answer to a question, that work is being done on having plantings and a sprinkler system installed along the west and south walls of the Main Library.

BUILDING DEVELOPMENT AND MAINTENANCE COMMITTEE

Chairman Lepetich reported that the Eureka Valley Branch Library had been formally accepted by the City, and that the contractor's responsibility for maintenance of the landscaping ended August 28, 1961.

The search for a suitable site for a permanent branch library in the Bayview District was reported by Commissioner Gurich, member of the Committee. He stated that he and Messrs. Holman, Wolfard and Clarvoe had inspected the vacant Bayview Theater building to ascertain its appropriateness for branch library use after alteration which would be necessary. This property was discarded as unsuitable because it would be too costly to alter, Commissioner Gurich stated. President Vavuris asked the committee to study additional sites in the area.

It was reported by Chairman Lepetich that a committee of the Recreation and Park Commission had asked that a site development plan be prepared by the project architect for the Western Addition Branch Library. A work order in the amount of $1,400 has been requested to permit Appleton & Wolfard to develop the site plan.

In response to a question, Mr. Holman stated that questionnaires had been sent to selected large library systems in an effort to secure some guidance regarding what should be the optimum size for the Western Addition Branch Library.

## BOOKS AND ART COMMITTEE

Chairman Mohr reported that the Committee had met prior to the Commission meeting for the purpose of studying the detailed recommendations of the staff committee appointed to suggest policies on book selection, discards and related matters.

Commissioner Fanucchi moved, Commissioner Schwabacher seconded and the Commission by unanimous action voted to accept the committee's recommendations on book selection, as reworded, but to give additional study to the matter of building a collection on genealogy.

The Committee suggested that the question of the handling of discarded books and other materials should be covered by an administrative policy, and that the provisions for the acceptance of gifts by the Library might require additional clarification.

## FINANCE, AUDIT AND BUDGET COMMITTEE

It was moved by Chairman Schwabacher, seconded by Commissioner Gurich and unanimously adopted that the following expenditures for August and the estimated expenditures for September be approved:

| Object of Expenditure | Expended Aug. 1961 | Est. Expend. Sept. 1961 |
|---|---|---|
| Salaries and Wages | $106,631.21 | $120,000.00 |
| Contractual Services | 1,797.60 | 15,000.00 |
| Binding | 4,490.00 | 4,490.00 |
| Materials and Supplies | 8,103.86 | 8,000.00 |
| Books and other Library Materials | 31,725.35 | 50,000.00 |
| Equipment | 12,790.70 | 10,000.00 |
| Equipment, Eureka Valley Branch Library | 13,946.95 | 2,000.00 |
| Membership Dues | ---- | 100.00 |
| Maintenance and Repair of Automotive Equipment | 100.00 | 100.00 |
| Reproduction Service | 50.00 | 50.00 |
| Telephone and Telegraph | 245.00 | 225.00 |
| Scavenger Service | 145.59 | 145.59 |
| Gasoline and Lubricants | 100.32 | 100.00 |
| Drygoods | ---- | 50.00 |
| Compensation Insurance | 44.10 | 50.00 |
| Retirement | 6,232.00 | 6,232.00 |
| Social Security Tax | 1,710.00 | 1,710.00 |
| Health Service | 567.00 | 567.00 |
| Rental of Branches | 1,615.00 | 1,615.00 |
| Services of Other Departments | 1,363.00 | 1,363.00 |
| Heat, Light and Power | 2,589.15 | 3,000.00 |
| TOTALS | $194,297.33 | $224,897.59 |

Chairman Schwabacher moved, Commissioner Gurich seconded and the Commission by unanimous action voted to approve an expenditure from the Fuhrman Bequest Fund in the amount of $7.61 for the purchase of materials on economic and political subjects for the month of August, as submitted by the Librarian.

## MAIN LIBRARY REHABILITATION COMMITTEE

It was reported by Chairman Wu that a letter had been received from Messrs.

Ulveling and Mohrhardt quoting a fee of $3,000, plus expenses, for making a study of the Main Library. Noting that Mr. Mohrhardt stated he and Mr. Ulveling would need to consult with architects and engineers about design and structural details of the present building, Commissioner Fanucchi moved, Commissioner Gurich seconded and the Commission by unanimous action voted to request a supplemental appropriation in the amount of $8,000 to cover the fees for the consultants plus their expenses.

PUBLIC RELATIONS COMMITTEE

In the absence of Chairman Bransten, Commissioner Girdner reported for the Committee. She called on Commissioner Fanucchi, who stated that she had contacted Mr. Nat Schmulowitz, and had, at the request of the Dedication Committee, invited him to be one of the program speakers for the dedication of the re-located Business Branch Library on September 26th, but that Mr. Schmulowitz's schedule prevented his attendance.

ORGANIZATION AND OPERATIONS COMMITTEE

Chairman Fanucchi reported that the Committee had met prior to the Commission meeting for the purpose of reviewing the staff committee recommendations on charges to be made to patrons for library privileges, lost books and related items.

It was moved by Chairman Fanucchi, seconded by Commissioner Lepetich and unanimously adopted that the staff committee's recommendations be approved with the exception that the charges for lost library cards be confined to 50¢ for adult cards and 25¢ for juvenile cards.

Although it was agreed that the matter of the use of firm library cards requires additional study, it was moved by Commissioner Gurich, seconded by Commissioner Schwabacher and unanimously adopted that the fee for non-resident library cards be increased to $4.00 (rather than the $6.00 suggested by the staff committee). See Librarian's Office instructions to All Professional & Clerical Personnel, Dated September 7, 1961, appended to Page 835

It was moved by Chairman Fanucchi, seconded by Commissioner Girdner and unanimously approved that the standard schedule for lost books, excepting adult non-fiction, as recommended by the staff committee, be approved.

Chairman Fanucchi moved, Commissioner Girdner seconded and the Commission by unanimous action approved the following resolution:

RESOLUTION #171

RESOLVED That the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of August, 1961, be approved:

B222 GENERAL CLERK
Popoff, Nicholas

B512 GENERAL CLERK-TYPIST
Palmer, Penny
Poulos, James

B511 TYPIST
Egan, Catherine
Minkel, Geraldine
McDonald, Barbara

O-166.1 JUNIOR OPERATING ENGINEER
Lundquist, Leonard

C104 JANITOR
Cunningham, Donald
Allen, Michael

copy sent to Children Council Andrew Hansen 12/29/61

LIBRARIAN'S OFFICE

September 7, 1961

TO: ALL PROFESSIONAL AND CLERICAL PERSONNEL

The Library Commission, at its regular meeting, September 5, 1961, approved the following changes in fees for lost books, library cards, non-resident fees, et cetera. THIS POLICY SHALL TAKE EFFECT IMMEDIATELY.

William R. Holman
City Librarian

- - - - - - - - - - -

1. BOOKS LOST AND PAID FOR BY PATRONS

   Revise the present scale so that adult non-fiction be priced at the retail cost. Adult fiction and children's books will be priced on the existing scale.

   All books lost to carry, in addition to the price of the book, a processing or surcharge of $1.00 for adult books and 50¢ for children's books.

2. REFUNDS

   Refund will be made for the price, or price minus fine, if the book is found after payment. Surcharge will not be refunded.

3. DUPLICATE AND TRIPLICATE BORROWER'S CARDS

   Presently we charge: duplicate, 10¢; triplicate, 25¢; quadruplicate, 50¢.

   The Library Commission approved a single charge for all duplicates or further replacements of borrower's cards:

| | Adults | Children |
|---|---|---|
| Duplicate, or further replacement | 50¢ | 25¢ |

   In order to distinguish the juvenile and adult borrower's card, the Registration Department will add a small "j" to the borrower's number when applicant is a minor.

4. NON-RESIDENT BORROWERS

   To bring our fee more nearly in line with the majority of libraries in this area, the non-resident fee has been increased from the present $2.00 to $4.00 per year.

5. DEPOSIT CARDS

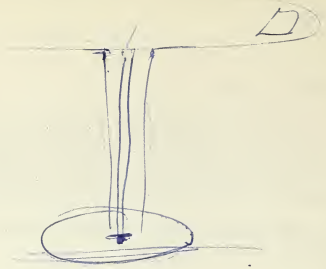
Presently we are charging a $5.00 deposit plus a 25¢ service fee. The Library Commission approved leaving the deposit the same but raising the service fee to 50¢ and reducing the time for which the card is good from six months to three months. (The forms should be revised in ink or new forms printed).

We would also limit the number of books to be taken out at one time to three.

---

CURRENT SCALE OF PRICES ON LOST BOOKS (Effective September, 1960):

| | | |
|---|---|---|
| ADULT FICTION | $3.50 | |
| ADULT NON-FICTION (except 500,620,650) | 4.50 | Revised to Retail List Price |
| ADULT NON-FICTION, CLASSES 500,620,650 | 6.00 | Revised to Retail List Price |
| JUVENILE FICTION | 2.00 | |
| JUVENILE NON-FICTION | 2.50 | |
| JUVENILE PICTURE STORIES | 2.50 | |
| JUVENILE READERS | 1.50 | |



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X42 LIBRARIAN
Wright, Elizabeth
Christoferson, Sally
Partridge, Mary
Norton, Mary

X52 LIBRARY PAGE, Part-time
Buckley, Arthur
Giordano, Joseph
McDaniel, Everlena
Redus, C. Raleigh

TEMPORARY APPOINTMENTS AND RECERTIFICATIONS

X42 LIBRARIAN, Part-time
DeWeese, Roger
Dunn, Mary
Kirby, Richard
O'Brien, Brenda

AND FURTHER That the following resignations of non-civil service, part-time and temporary positions be accepted:

B512 GENERAL CLERK TYPIST
Tiffer, Raul

B511 TYPIST I
Keane, Linda
Kinsky, Diane

X42 LIBRARIAN
Brown, Malcolm

X42 LIBRARIAN, Part-time
Cunningham, Donald
Fazio, Joan

X52 LIBRARY PAGE, Part-time
DeAmicis, John
Driscoll, Daniel
Farrell, James
Gerstbacher, Emily
Lennon, James
MacDonald, Philip
McDaniel, Everlena
Moore, Pamela

Chairman Fanucchi, Commissioner Gardner seconded and the Commission by unanimous action approved the following resolution:

RESOLUTION #172

RESOLVED That Elliott V. Chinn be appointed Secretary Pro-tem for the period September 16 to October 1, 1961, in order that necessary documents for the efficient operation of the Library Department may be executed during the vacation of Frank A. Clarvoe, Jr., Secretary, Library Commission.

Commissioner Mohr called attention to the California Library Association Trustee meeting to be held on Friday, November 3, 1961, and to be chaired by President Vavuris. She also mentioned the reception scheduled for the Kaiser Center building, October 31.

COMMUNICATIONS

From Mr. Fred Martin, Executive Secretary, San Francisco Art Institute, re: request to borrow unmounted Piazzoni murals for an exhibit in December commemorating the 90th anniversary of the Institute. BOOKS AND ART COMMITTEE. (Advise approval, but carefully explain Institute's responsibilities for the murals while on loan.)

From Mrs. Edna F. Erney, Secretary, Eureka District Merchants Association, re: requesting participation in dedication of the Eureka Valley Branch Library. DEDICATION COMMITTEE.

There being no further business to come before the Commission, the meeting was declared adjourned to 3:30 P.M. Tuesday, October 3, 1961.

Respectfully submittee: Frank A. Clarvoe, Jr., Secretary, Library Commission

SAN FRANCISCO PUBLIC LIBRARY

October 6, 1961

Proceedings of the regular meeting of the San Francisco Public Library Commission held Tuesday, October 3, 1961, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:30 P.M. by President Vavuris.

The Pledge of Allegiance to the Flag was led by Commissioner Mohr.

On roll call the following were noted present: Commissioners Bransten, Ehrhardt, Fanucchi, Girdner, Gurich, Lepetich, Mohr, Schwabacher, Turner, Vavuris and Wu.

Commissioner Gurich moved and Commissioner Mohr seconded that the minutes of the September meeting be approved and placed on file. There being no objection, it was so ordered.

BUILDING DEVELOPMENT AND MAINTENANCE COMMITTEE

Chairman Lepetich announced that the Board of Supervisors had finally approved the purchase of the southwest corner of Mission and Cotter Streets as the site for the permanent Excelsior Branch Library.

Progress on the selection of a suitable site for the permanent Bayview Branch Library was reported by Chairman Lepetich.

The Secretary presented the project architect's site study for the Western Addition Branch Library. The plan will be presented to the Recreation and Park Commission for consideration, and, following approval, Mr. Wolfard will begin the preliminary plans for the branch building itself, the Secretary stated. Following discussion as to the proposed size and design of this extension and of the branch building program generally, it was suggested that Mr. Wolfard be asked to attend a Commission meeting in the near future to discuss design considerations of the Western Addition Branch Library before preliminary plans are developed.

It was moved by Commissioner Turner, seconded by Commissioner Girdner and unanimously adopted that the Committee undertake a study of the long-range improvements which need to be made to the branch libraries, particularly the older extensions. The study would include furniture, painting and other building and equipment needs.

BOOKS AND ART COMMITTEE

Chairman Mohr reported that the corrected book selection policy had been prepared and a copy furnished to each Commissioner. She moved, Commissioner Gurich seconded and the Commission by unanimous action voted to approve the revised book selection policy as submitted.

FINANCE, AUDIT AND BUDGET COMMITTEE

It was moved by Chairman Schwabacher, seconded by Commissioner Fanucchi and unanimously adopted that the following expenditures for September and the estimated expenditures for October be approved: (next page)

| Object of Expenditure | Expended Sept. 1961 | Est. Expend. Oct. 1961 |
|---|---|---|
| Salaries and Wages | $107,003.29 | $120,000.00 |
| Contractual Services | 12,161.16 | 2,000.00 |
| Binding | 4,490.00 | 4,490.00 |
| Materials and Supplies | 88.42 | 2,000.00 |
| Books and other Library Materials | 23,035.89 | 50,000.00 |
| Equipment | 5,938.94 | 10,000.00 |
| Membership Dues | ---- | 100.00 |
| Maintenance and Repair of Automotive Equipment | ---- | 100.00 |
| Reproduction Service | 15.38 | 50.00 |
| Telephone and Telegraph | 244.75 | 145.75 |
| Scavenger Service | 145.59 | 145.59 |
| Gasoline and Lubricants | 100.00 | 100.00 |
| Drygoods | ---- | 50.00 |
| Compensation Insurance | 44.10 | 50.00 |
| Retirement | 6,282.00 | 6,282.00 |
| Social Security Tax | 1,710.00 | 1,710.00 |
| Health Service | 567.00 | 567.00 |
| Rental of Branches | 1,615.00 | 1,615.00 |
| Services of Other Departments | 1,363.00 | 1,363.00 |
| Heat, Light and Power | 2,757.22 | 3,000.00 |
| TOTALS | $167,703.74 | $203,767.34 |

Chairman Schwabacher moved, Commissioner Fanucchi seconded and the Commission by unanimous action voted to approve an expenditure from the Fuhrman Bequest Fund in the amount of $286.34 for the purchase of materials on enonomic and political subjects for the month of September, as submitted by the Librarian.

The Secretary briefly outlined the background of the Fuhrman Bequest Fund for the benefit of the newer members of the Commission.

MAIN LIBRARY REHABILITATION COMMITTEE

Chairman Wu stated that the $8,000 supplemental request for the survey of the Main Library building, approved by the Commission at the September meeting, was in the Mayor's Office, but that action on it would probably have to wait until surplus funds accrue which would permit approval of the supplemental funds. President Vavuris indicated that he would call upon the Mayor to press for action on this matter.

PUBLIC RELATIONS COMMITTEE

Chairman Bransten asked Commissioner Fanucchi to comment on the dedication of the re-located Business Branch Library. The success of the dedication was reported by Commissioner Fanucchi, who complimented Vice-President Wu on representing the Commission on the program in the absence of President Vavuris.

In answer to a question by Commissioner Lepetich about the need for further identifying the Business Branch, Mr. Holman stated that a suitable sign which will project over the sidewalk at a right angle to the building will be fabricated by the Library Department's carpenter.

ORGANIZATION AND OPERATIONS COMMITTEE

Chairman Fanucchi moved, Commissioner Lepetich seconded and the Commission by

unanimous action approved the following resolution:

RESOLUTION #173

RESOLVED That the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of September, 1961, be approved:

| B511 TYPIST I | C52 ELEVATOR OPERATOR, Part-time | C104 JANITOR |
|---|---|---|
| Carlson, Patricia | Pearce, Michael | Andronis, James |
| Lindon, Patti | | |
| Ramos, Gloria | | |
| Vella, Maria | | |

| O-166.1 JR. OPERATING ENGINEER | B222 GENERAL CLERK | X42 LIBRARIAN |
|---|---|---|
| Lockner, Paul | Prior, Alta | Callahan, Beverly |

X52 LIBRARY PAGE, Part-time

| | | | |
|---|---|---|---|
| Begovich, John | Dougherty, Clement | Papen, Sylvia | Rissone, Joyce |
| Bill, Herman | Flowers, Edgar | Perry, Robert | Ruiz, Dorine |
| Brown, Harriett | Forslind, Paul | Pfendt, Rosemary | Wilkinson, Ethel |
| Buscovich, Phillip | Leong, Edaine | Pisani, Paula | Semple, Ann |
| Carrillo, Frank | Lacy, Leslie | Ramirez, Rudy | Shiman, Carole |
| Casey, John | McGruder, Edna | Reinheimer, Elliott | Smith, Jackie |
| Cooper, Ronald | Meyers, Richard | Rice, John | Smith, Ware |
| Darling, Earle | Myricks, Noel | Richards, Betty | Vigil, Garfield |
| Davis, Michael | O'Brien, Neil | Richardson, Charlotte | |

TEMPORARY APPOINTMENTS AND RECERTIFICATIONS

X42 LIBRARIAN, Part-time
Loomis, Austin Jr.

AND FURTHER That the following resignations of non-civil service, part-time and temporary positions be accepted:

| B512 GENERAL CLERK, TYPIST | B511 TYPIST I | B228, SENIOR CLERK |
|---|---|---|
| Palmer, Penny | Ashmore, Patricia | Little, Veronica |
| Poulos, James | Brown, Harriett | |
| | Leong, Edaine | |
| B222 GENRAL CLERK | McCann, Marian | O-166.1 JR. OPER. ENGINEER |
| Prior, Alta | McGruder, Edna | Lundquist, Leonard |
| | Minkel, Geraldine | |

X52 LIBRARY PAGE, Part-time

| | | | |
|---|---|---|---|
| Adams, Bernard | Keating, Michael | Lastrucci, Kathleen | Oaks, David |
| Devine, Thomas | Lyons, James | McHale, Gary | O'Donnell, Kathleen |
| | | | Wharton, Lawrence |

It was reported by Chairman Fanucchi that a communication had been received from the San Francisco League of Women Voters asking the Commission to correct any factual inaccuracies in the proposed wording of the arguments to be sent out by the League in connection with Proposition E -- the proposal to reduce the Library Commission from eleven to seven members, effective January, 1964.

Following discussion, it was moved by Chairman Fanucchi, seconded by Commis-



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sioner Gurich and unanimously adopted that the League of Women Voters be informed that as far as the current Commission is concerned it has not been difficult to achieve a quorum for regular meetings, as the proposed League ballot argument mentioned, and that the League be asked to delete that reference from its argument.

President Vavuris called the Commission's attention to three Library books which he had found in a Salvation Army store, and which had never been withdrawn from the Library's collection. It was suggested by Commissioner Girdner that a letter be sent to the Salvation Army and similar agencies asking that should Library books come into their possession they be set aside for return to the Library. Mr. Holman indicated that he would initiate the necessary correspondence in this matter.

## CITY LIBRARIAN'S REPORT

The City Librarian reported that considerable time over several months had been spent in the development of personnel policies and procedures. He expressed particular satisfaction with the high caliber of applicants who have been coming into the Department at the X42 Librarian level recently.

In reporting on the activities of the staff committee chaired by Mr. Ramirez and assigned the task of studying book binding and book repairing, Mr. Holman stressed the fact that the Library had been binding books indiscriminately and without proper regard for their value as useful or even rare volumes.

The appointment of Mr. Richard Coenenberg, X42 Librarian, to undertake certain special staff studies was announced by Mr. Holman, who added that Mr. Coenenberg will, as his first assignment, attempt to streamline the procedures currently used in the preparation of books for binding.

A request for permission to simplify the monthly financial report to the Commission was made by Mr. Holman. Following discussion, it was agreed that this should be allowed, at least on a trial basis.

Girdner
It was moved by Commissioner Schwabacher, seconded by Commissioner/and unanimously adopted that the City Librarian be given permission to go to Los Angeles October 4, 5 and 6, 1961, for the purpose of helping to conduct County library examinations and also to have the opportunity to inspect and study the procedures in use in the Los Angeles library's technical processing departments.

In reply to Commissioner Ehrhardt's question, Mr. Holman stated that Mr. Kingery is expected in San Francisco on October 15, 1961 for the purpose of starting his survey of our technical processes.

Commissioner Mohr reminded her colleagues that all library trustees and commissioners are expected to attend the Trustee Section meeting at the Hotel Claremont, Berkeley, on Friday, November 3, 1961. She also expressed the hope that the other activities planned in connection with the annual California Library Association conference would enjoy heavy attendance.

## COMMUNICATIONS

From Philip L. Rezos, Director of Property, re: request for space on the first floor of 45 Hyde Street for the purpose of housing the Convention and Visitors Bureau during the period when the Civic Auditorium will be refurbished.

Mr. Rezos to be advised that the Library plans to occupy the entire first floor of 45 Hyde Street before the end of the current calendar year.

There being no further business to come before the Commission, the meeting was declared adjourned to 3:30 P.M. Tuesday, November 14, 1961. (Although not a holiday, municipal election falls on November 7, 1961, the regular Commission meeting day.)

Respectfully submitted,

Frank A. Clarvoe, Jr., Secretary
San Francisco Public Library Commission

November 24, 1961

Proceedings of the postponed regular meeting of the San Francisco Public Library Commission held Tuesday, November 14, 1961, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:35 P.M. by President Vavuris.

The Pledge of Allegiance to the Flag was led by Commissioner Bransten.

On roll call the following were noted present: Commissioners Bransten, Ehrhardt, Fanucchi, Girdner, Gurich, Lepetich, Mohr, Vavuris and Wu. Absent: Commissioners Schwabacher and Turner.

By unanimous action the minutes of the October meeting were approved as corrected. The correction (additional words underlined): "It was moved by Commissioner Schwabacher, seconded by Commissioner Girdner and unanimously adopted that the City Librarian and two staff members be given permission to go to Los Angeles October 4, 5 and 6, 1961, for the purpose of helping to conduct County Library examinations and also to have the opportunity to inspect and study the procedures in use in the Los Angeles library's technical processing departments."

ORGANIZATION AND OPERATIONS COMMITTEE

Chairman Fanucchi introduced Mr. Robert Kingery of the New York Public Library, retained to accomplish a comprehensive study of the technical processing departments of the San Francisco Public Library.

Mr. Kingery stated that it is virtually impossible to give good service to patrons when a library's technical processes break down because of outmoded procedures or the lack of needed staff or machines. He observed that the Library has many strong points including a fine book collection, adequate staff in the technical processing departments and a good staff in the branch libraries. He stressed the last point because of his observation that the branch catalogs particularly were quite incomplete. With better forms and procedures, plus the necessary additional equipment it would take approximately one year to catch up the present backlog, Mr. Kingery indicated. He answered a number of questions from Commissioners relative to his work and possible recommendations. He concluded by pointing out that some progress can be made as soon as the first items of equipment, included in the current year's budget, are received, but that his written report will recommend additional equipment purchases. The possibility of financing the purchase of additional equipment through supplemental appropriation was discussed by the Commission.

It was moved by Chairman Fanucchi, seconded by Commissioner Mohr and unanimously adopted that the Library remain closed on Saturday, December 23, and Saturday, December 30, 1961, in observance of the Christmas and New Year's holidays.

Chairman Fanucchi moved, Commissioner Gurich seconded and the Commission by unanimous action approved the following resolution:

RESOLUTION #174

RESOLVED That the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month

of October, 1961 be approved.

| B511 TYPIST I | B512 GENERAL CLERK-TYPIST | X42 LIBRARIAN |
|---|---|---|
| Halson, June | McGowan, Sylvia | Cox, Karen |
| | Andronis, James | |

X52 LIBRARY PAGE, Part-time

| | | |
|---|---|---|
| Christo, Jeanne | Marcus, Carol | Rubin, Irving |
| Dalrymple, Carol | Mitchell, Harold | Valdez, Raymond |
| Lundmark, Buddy | Palmer, Penny | Van Cleve, Mary |
| McGettigan, Neal | Rende, Frank | |
| Marcus, Caro | Rubin, Irving | |

TEMPORARY APPOINTMENTS AND RECERTIFICATIONS

X42 LIBRARIAN, Part-time

| | | |
|---|---|---|
| Brown, Victor | Halson, June | Milber, Rose |
| Fick, Daisy | Lynch, Carol | Nobbe, Emelia |
| | McGowan, Geraldine | |

AND FURTHER That the following resignations of non-civil service, part-time and temporary positions be accepted:

X42 LIBRARIAN, Part-time
Forsell, JoAnn

X52 LIBRARY PAGE, Part-time

| | |
|---|---|
| Angeli, Roger | Papen, Sylvia |
| Chew, Martin | Richards, Betty |
| Christo, Jeanne | Vaughn, Moira |
| Gross, Lionel | Poulos, James |
| Guralnick, Kathryn | Richardson, Charlotte |
| Palmer, Penny | |

BUILDING DEVELOPMENT AND MAINTENANCE COMMITTEE

Chairman Lepetich reported that the Committee had met prior to the Commission meeting to discuss particularly the problems encountered in attempting to locate a suitable site for a permanent branch library in the Bayview District. The Committee will continue to seek a solution to providing more adequate library service to the Bayview District, the Chairman added.

Addition signs for the front of the Business Branch Library will be in place within ten days, Chairman Lepetich reported.

The Commission's concern about the delay in the opening of the new Eureka Valley Branch Library, occasioned by the fact that money for the purchase of necessary furniture items was contained in a supplemental appropriation, was discussed. The Secretary reported that most of the furniture would be in place within the next month.

The slightly revised site plan for the Western Addition Branch Library was displayed to the Commission. A letter from the project architect contained an estimate of $19,000 to relocate the mother's and children's area to the east end of Hamilton Square and Playground.

It was moved by Commissioner Fanucchi, seconded by Commissioner Bransten and unanimously adopted that the stipulations contained in the Recreation and Park Commission's Resolution #4579 be accepted. The most important stipulation: that



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the mother's and children's area be relocated prior to permission being finally granted for the construction of the branch library at the west end of the Square.

Commissioner Bransten moved, Commissioner Fanucchi seconded and the Commission by unanimous action requested the City Librarian to prepare an overall appraisal of the branch library program, including the need for new branch extensions, the circulation and other pertinent statistics in connection with the operation of present branches, and other related information.

BOOKS AND ART COMMITTEE

Chairman Mohr stated that she had asked for a report on just what materials the Library had received under the Gaetano Merola bequest, and had been informed that the bulk of his music library appeared to have melted away prior to the library receiving custody of the collection. President Vavuris volunteered to check the estate of Mr. Merola and report back to the Commission on the matter.

MAIN LIBRARY REHABILITATION COMMITTEE

It was reported by Chairman Wu that, pursuant to Mayor Christopher's request, the Secretary had written to Mr. Reuben Owens, Director of Public Works, to ask if the $8,000 supplemental request for a complete survey of the Main Library would be sufficient to accomplish this project. To date Mr. Owens has not replied to the inquiry. The Chairman added that there appears to be no funds available now to permit favorable action on the supplemental request.

FINANCE, AUDIT AND BUDGET COMMITTEE

In the absence of Chairman Schwabacher, Commissioner Gurich reported for the Committee. He moved, Commissioner Fanucchi seconded and the Commission by unanimous action approved the following financial statement showing the expenditures for October and appropriation balances as of October 31, 1961:

| Object of Expenditure | Expended Oct. 1961 | Appropriation Balance |
|---|---|---|
| Permanent Salaries | $94,866.90 | $978,874.73 |
| Overtime Salaries | ---- | 145.01 |
| Temporary Salaries | 109.57 | 3,535.23 |
| Wages | 17,323.61 | 126,274.77 |
| Contractual Services | 1,155.58 | 14,850.66 |
| Binding | 4,490.00 | 37,040.16 |
| Materials and Supplies | 5,662.51 | 29,092.24 |
| Books and other Library Materials | 26,655.91 | 208,640.05 |
| Equipment | 25,090.32 | 28,812.70 |
| Membership Dues | 21.00 | 885.00 |
| Maintenance and Repair, Automotive Equipment | 192.14 | 654.14 |
| Reproduction Service | 5.20 | 155.31 |
| Telephone and Telegraph | 225.00 | 4,824.85 |
| Scavenger Service | 582.36 | 1,217.64 |
| Pest Control Service | ---- | 156.00 |
| Window Cleaning Service | ---- | 270.00 |
| Gasoline and Lubricants | 147.95 | 1,050.73 |
| Drygoods | ---- | 275.35 |
| Compensation Insurance | 44.10 | 823.60 |
| Retirement | 6,282.00 | 50,257.00 |
| Social Security Tax | 1,710.00 | 13,670.00 |
| Health Service | 567.00 | 4,536.00 |

| | | |
|---|---|---|
| Rental of Branches | 6,460.00 | 14,720.00 |
| Fidelity Insurance | ---- | 20.00 |
| Automobile Insurance | ---- | 115.05 |
| Services of Other Departments | 1,363.00 | 10,904.00 |
| Heat, Light and Power | 2,795.34 | 26,195.94 |
| TOTALS | $191,286.72 | $1,457,996.67 |

Commissioner Gurich moved, Commissioner Fanucchi seconded and the Commission by unanimous action voted to approve the expenditures from the Fuhrman Bequest Fund in the amount of $909.98 for the purchase of materials on economics and political subjects for the month of October, as submitted by the Librarian.

PUBLIC RELATIONS COMMITTEE

Chairman Bransten reported that the Friends of the Library meeting which featured Dr. Lawrence Clark Powell had been well attended and that the Friends now have a paid membership of about 200 and approximately $2,000 in their treasury. He added that the organization expects to launch a major membership drive soon, and that Commissioner Girdner had met with Mrs. Carl Stern to discuss future Friends activities.

The programs for Trustees and Commissioners during the recent California Library Association meeting in Berkeley were highlighted by Commissioner Mohr. She suggested that a letter be directed to Governor Brown stressing the fact that the C.L.A. meetings had been particularly fruitful because of the earlier Governor's Conference for Public Library Trustees and Officials. The hope that another Governor's Conference would be called in 1962 should also be included in the letter, Commissioner Mohr suggested.

In response to Chairman Bransten's suggestion that more material needs to be published reflecting the strengths of the Library, the City Librarian pointed out that we do have money in the current budget to do some printing of book lists and other informational material, but that it is necessary to have a staff member to work on this type of program on a continuing basis.

The Secretary was asked to read a policy statement adopted by the American Library Association and the American Library Trustee Association with regard to the requisite of having local libraries recognize the legitimate and desirable budget expenditure to permit trustee participation in A.L.A. conference and meeting activities. Pursuant to the recommendation contained in the policy statement, Commissioner Fanucchi suggested that sufficient funds be sought in the 1962-63 budget to permit attendance at the A.L.A. Midwinter meeting.

CITY LIBRARIAN'S REPORT

Mr. Holman reported the following items:

1. That the additional shelving for the Business Branch Library would be installed very soon;

2. That 10,400 books had been processed during the last month;

3. That he was requesting permission to move the current newspaper files to the Business Branch Library;

4. That work was to start immediately on the installation of the sprinkler system around the Main Library, and that plantings would be installed after the sprinklers are in place;

5. That a study is being made of several plans to lease books for which there is a heavy reserve list.

6. That the assignments were being changed to give a more equitable work load to each janitor in the branch system;

7. That the recommendations to be included in Mr. Kingery's report will be implemented rapidly as possible after the report is received.

It was moved by Commissioner Girdner, seconded by Commissioner Lepetich and unanimously adopted that permission be granted to move the current newspaper files to the Business Branch Library.

Mr. Holman stated that he felt the last year had been fruitful for the Library, and that he appreciated very much the support of the Commission and staff.

COMMUNICATIONS

From Appleton & Wolfard, Architects, re: cost of relocating the mother's and children's apparatus and playground area from the west to the east end of Hamilton Square to free sufficient space for the construction of the Western Addition Branch Library. BUILDING DEVELOPMENT AND MAINTENANCE COMMITTEE.

From Neill C. Wilson, re: appreciation for the courtesy of Mr. Joe McGarvey in the newspaper department. Acknowledge and file.

From Mrs. Ruth Sleeper, Secretary, Bay View Civic Club, re: request for status report on a permanent branch library for the Bayview District. Acknowledge. BUILDING DEVELOPMENT AND MAINTENANCE COMMITTEE.

From Lt. Col. Peter J. Hofman and Captain George W. Duplain, Salvation Army, re: their willingness to assist the Library by turning over any books coming into the Army's possession which are Library property. File.

From Charles W. Kieser, attorney, re: appreciation for the courtesy of Mrs. Lee and Miss Noblet at the Business Branch Library. Acknowledge and file.

From Mrs. Mary G. Linton, Secretary, Midtown Terrace Home Owners Association, re: disappointment that a branch library is not planned for the Midtown Terrace District. File.

There being no further business to come before the Commission the meeting was declared adjourned to 3:30 P.M. Tuesday, December 5, 1961.

Respectfully submitted,

Frank A. Clarvoe, Jr.
Secretary

December 12, 1961

Proceedings of the regular meeting of the San Francisco Public Library Commission held Tuesday, December 5, 1961, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:40 P.M. by President Vavuris.

The Pledge of Allegiance to the Flag was led by Commissioner Gurich.

On roll call all Commissioners were noted present.

Commissioner Mohr moved and Commissioner Gurich seconded that the minutes of the November meeting be approved as submitted. There being no objection, it was so ordered.

BUILDING DEVELOPMENT AND MAINTENANCE COMMITTEE

Chairman Lepetich reported that the installation of the sprinkler system along the west and south walls of the Main Library was nearing completion and that the City Librarian and Secretary were to meet with the General Manager of the Recreation and Park Department relative to having the shrubs planted along the base of the building.

The delivery of the reading tables and chairs and small items of equipment to the new Eureka Valley Branch Library was reported by Chairman Lepetich.

Progress on the alteration work to make the ground floor of 45 Hyde Street appropriate for use by the Library Department was mentioned by the Chairman.

In reply to a question about the proposed opening of the Eureka Valley Branch Library to the public, the City Librarian stated it would probably be possible to put the branch into operation by December 15th or 20th, but that not all of the furnishings would be installed by that time.

It was moved by Commissioner Fanucchi, seconded by Commissioner Wu and unanimously adopted that the Eureka Valley Branch Library be opened to the public as soon as possible, and that the formal dedication of the building be scheduled for early January, 1962.

Chairman Lepetich reminded the Commission that $20,000 had been requested in the 1961-62 budget for the purchase of a library site in the Diamond Heights Redevelopment Area, but that the request had been denied. He added that the City Librarian and the Secretary would meet with members of the Redevelopment Agency on Tuesday, December 12, 1961, for the purpose of reviewing the latest plans for the construction of community facilities within the redevelopment area.

ORGANIZATION AND OPERATIONS COMMITTEE

It was moved by Chairman Fanucchi, seconded by Commissioner Turner and unanimously adopted that the following resolution be approved:

RESOLUTION #175

RESOLVED That the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month

of November, 1961, be approved:

| B511 TYPIST I | B512 GENERAL CLERK-Typist | X42 LIBRARIAN |
|---|---|---|
| Hearn, Grace | Belden, Walter | Abraham, Wilhelmina |
| Dellepiane, Fronie | | |
| Rothstein, Kate | | |

B222 GENERAL CLERK
Field, Carol

X52 LIBRARY PAGE, Part-time

| | |
|---|---|
| Daigle, Dorothy | Redus, Wayne |
| Peterson, Charles | Wilson, Ronald |

TEMPORARY APPOINTMENTS AND RECERTIFICATIONS

X42 LIBRARIAN, Part-time
Benas, Gwendolyn

AND FURTHER That the following resignations of non-civil service, part-time and temporary positions be accepted:

| B511 TYPIST I | X42 LIBRARIAN, Part-time | X52 LIBRARY PAGE, Part-time |
|---|---|---|
| Dellepiane, Fronie | Del Secco, Claudette | Kawaoka, Stanley |
| | | Myricks, Noel |
| | | O'Dwyer, Walter |

In commenting upon the contents of a memorandum sent to all Commissioners, Mr. Holman again pointed out the problems of properly staffing the branch libraries with the long hours of operation now in force. He recommended that the Eureka Valley Branch Library be opened on a schedule of 48 hours per week. Discussion followed concerning the schedules for other branch libraries, and Mr. Holman stated that the present operational pattern will be studied again in relation to the experience which will be gained with the schedule for the Eureka Valley branch.

Chairman Fanucchi moved, Commissioner Gurich seconded and the Commission by unanimous action agreed to set the hours of operation for the Eureka Valley Branch Library at 48 per week, and to instruct the City Librarian to study the need for adjustment of operating hours in the other branch extensions.

Progress on the installation of the new telephone system in the Main Library was reported by Chairman Fanucchi. The Secretary summarized briefly the anticipated advantages of the new system.

BOOKS AND ART COMMITTEE

Chairman Mohr displayed the sketch of a proposed plaque to be placed at the base of the Bufano statue in the foyer of the Eureka Valley Branch Library. The necessary funds, approximately $65.00, to defray the cost of making the plaque will be sought by the Secretary.

The San Francisco Art Institute had decided to display the Piazzoni murals which had been in storage for several years in the Main Library, Chairman Mohr reported. She added that the appropriate insurance coverage and conditions stipulated by the Commission had been properly handled.

President Vavuris reported that to date he had been unable to locate any information regarding the Merola bequest of his scores and other music literature left to the Library Department.

Commissioner Fanucchi moved, Commissioner Gurich seconded and the Commission by unanimous action approved the following financial statement showing the expenditures for November and appropriation balances as of November 30, 1961:

| Object of Expenditure | Expended Nov. 1961 | Appropriation Balance |
|---|---|---|
| Permanent Salaries | $93,277.23 | $790,763.50 |
| Overtime Salaries | ---- | 145.01 |
| Temporary Salaries | 952.94 | 2,582.29 |
| Wages | 15,721.37 | 110,553.40 |
| Contractual Services | 1,595.69 | 14,122.78 |
| Binding | 4,490.00 | 23,060.61 |
| Materials and Supplies | 1,773.21 | 30,522.86 |
| Books and other Library Materials | 57,314.95 | 151,325.10 |
| Equipment | ---- | 28,812.70 |
| Membership Dues | 265.29 | 569.74 |
| Maintenance and Repair of Automotive Equipment | 150.00 | 543.00 |
| Reproduction Service | 15.04 | 140.77 |
| Telephone and Telegraph | 125.00 | 3,937.85 |
| Scavenger Service | 145.59 | 1,072.05 |
| Pest Control Service | ---- | 156.00 |
| Window Cleaning Service | ---- | 270.00 |
| Gasoline and Lubricants | 125.00 | 925.73 |
| Drygoods | ---- | 275.35 |
| Compensation Insurance | 44.10 | 779.50 |
| Retirement | 6,282.00 | 43,975.00 |
| Social Security Tax | 1,710.00 | 11,960.00 |
| Health Service | 567.00 | 3,969.00 |
| Rental of Branches | 1,615.00 | 13,105.00 |
| Fidelity Insurance | ---- | 20.00 |
| Automobile Insurance | ---- | 115.05 |
| Services of Other Departments | 1,363.00 | 9,541.00 |
| Heat, Light and Power | 3,117.62 | 23,078.32 |
| TOTALS | $190,650.03 | $1,271,321.61 |

Commissioner Mohr moved, Commissioner Fanucchi seconded and the Commission by unanimous action voted to approve the expenditures from the Fuhrman Bequest Fund in the amount of $137.44 for the purchase of materials on economic and political subjects for the month of November, as submitted by the Librarian.

It was moved by Chairman Schwabacher, seconded by Commissioner Fanucchi and unanimously adopted that the following resolution be approved:

RESOLUTION #176

RESOLVED That a supplemental budget request in the amount of $9,108.00 be sought for the purpose of providing sufficient funds in the Permanent Salary appropriation to permit the reclassification of certain positions.

The City Librarian answered questions from Commissioners relative to the steps necessary to secure appropriate candidates for the positions which would become available through reclassification. Mr. Holman commented on the problems of salary levels and recruiting in connection with the positions requiring certain specific skills or experience.

MAIN LIBRARY REHABILITATION COMMITTEE

Chairman Wu reported progress for the Committee.

PUBLIC RELATIONS COMMITTEE

It was reported by Chairman Bransten that the Friends of the Library are to select permanent officers in the near future. He added that the Friends now have about $3,000 in their treasury, but that they would prefer to generally restrict their purchases of items needed by the Library to those which would not ordinarily be available through the expenditure of public funds.

Chairman Bransten again pointed out the necessity of having an experienced full-time staff member working in the field of public relations.

The City Librarian reported on his efforts to establish a department of special collections in the Main Library at the earliest possible time. He added that he felt the creation of such a department would tend to attract donations of worthwhile items from the Friends and other groups or individuals.

Commissioner Schwabacher noted that the monthly statistics seemed to indicate a drop in the overall use of the library. Mr. Holman commented on the fallacy of putting too much reliance merely on circulation statistics as a guide to library use. Commissioner Girdner stated that in her experience with school libraries circulation statistics mean little in and of themselves.

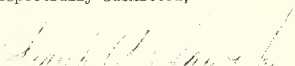
COMMUNICATIONS

From Mrs. Blanche Silva, Mr. S. Eisen, Miss Edith Witt, Mrs. Faith Petric, Mrs. Alice Gowanlock and Mrs. Magdalena Berall, re: protests concerning the removal of the current newspaper files to the Business Branch Library. File.

President Vavuris announced that the election of Commission officers for the coming year would take place at the January meeting.

There being no further business to come before the Commission, the meeting was declared adjourned to 3:30 P.M. Tuesday, January 9, 1962.

Respectfully submitted,



Frank A. Clarvoe, Jr.
Secretary, Library Commission

January 16, 1962

Proceedings of the postponed regular meeting of the San Francisco Library Commission held Tuesday, January 9, 1962, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:35 P.M. by President Vavuris.

The Pledge of Allegiance to the Flag was led by Commissioner Wu.

On roll call the following were noted present: Commissioners Bransten, Ehrhardt, Fanucchi, Girdner, Gurich, Lepetich, Mohr, Turner, Vavuris and Wu. Absent: Commissioner Schwabacher.

Commissioner Mohr moved and Commissioner Turner seconded that the minutes of the December meeting be approved as submitted, and placed on file. There being no objection, it was so ordered.

BUILDING, DEVELOPMENT AND MAINTENANCE COMMITTEE

Chairman Lepetich reported the following matters:

1. The installation of shrubbery around the base of the Main Library is nearing completion.

2. The Eureka Valley Branch Library was opened to the public on December 20, 1961; the formal dedication will take place at 10:00 A.M. Monday, January 22, 1962.

3. Alterations to the ground floor, 45 Hyde Street, have been completed; the technical processing departments will move into the space in February after telephones, shelving and other equipment is installed.

4. New lighting is being installed in the south hallways, first and third floors, Main Library.

5. The Redevelopment Agency requests that the Library Commission reaffirm its intention to construct a branch library in the Community Center, Diamond Heights Redevelopment Area.

It was moved by Commissioner Fanucchi, seconded by Commissioner Turner and unanimously adopted that the Redevelopment Agency be advised again of the Commission's intention to construct a branch library in the Diamond Heights Redevelopment area, and that sufficient funds for site purchase will be requested in the Library's 1962-63 budget.

President Vavuris called on Mrs. John M. Douglas, San Francisco Committee on the Aging. Other members of the Committee were introduced by Mrs. Douglas who asked the Commission to consider the following recommendations:

1. That an effort be made again to incorporate public convenience facilities in the Civic Center or in an area immediately adjacent thereto to relieve the present burden on the Main Library facilities.

2. That the current newspaper files be returned to the Main Library from the Business Branch when space permits, or if this is impossible within the foreseeable future--

3. That current newspapers be made available by the Library to the various

public and private agencies doing work with older citizens.

These suggestions were noted by President Vavuris who asked that the Organization and Operations Committee study them with the thought of cooperating with the Committee on the Aging as the Library's resources permit.

The City Librarian stressed again that the current newspaper files were moved primarily to free valuable space in the Main Library needed for the projected growth of subject departments. He also noted that the bound reference files of newspapers are still located in the Main Library, but that the patron who uses these files for reference usually does not use the current files too. The reverse situation is also true, so that the division of the newspaper collection does not unduly hamper effective service to patrons, Mr. Holman noted.

Commissioner Mohr stressed the point that the Library Commission and administration had repeatedly asked for the inclusion of public convenience stations when both Brooks Hall and the adjoining garage were constructed, but that the departments involved had indicated that there were not sufficient funds to include the facilities as requested.

ORGANIZATION AND OPERATIONS COMMITTEE

Chairman Fanucchi reported the following matters:

1. The first phase of the new telephone system in the Main Library has been completed; work on the second phase will commence within sixty days.

2. Policy statement for the use of "firm" library cards.

It was moved by Chairman Fanucchi, seconded by Commissioner Girdner and unanimously adopted that the following policy statement be approved:

"Library priveleges shall be extended to all firms on filing of an application endorsed by the owner or head of the firm, or any other authoritative agency: i.e., local manager, representative, etc. The endorsee assu mes responsibility for, and custody of, the Firm Card and may designate only one person of the respective firm to borrow books on the card. Only books needed in connection with business will be issued on firm cards."

Chairman Fanucchi moved, Commissioner Mohr seconded and the Commission by unanimous action adopted the following resolution:

RESOLUTION #177

RESOLVED That the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of December, 1961, be approved:

| | | |
|---|---|---|
| B512 GENERAL CLERK-TYPIST | B511 TYPIST | B222 GENERAL CLERK |
| Oltmans, Elizabeth | Lacy, Leslie | Giessler, Irene |
| | Field, Carol | |
| C104 JANITOR | X42 LIBRARIAN | O-1 CHAUFFEUR |
| Arguello, John | Cox, Barbara | Brown, Malcolm |
| | | McCarthy, James |

(cont. next page)

X52 LIBRARY PAGE, Part-time

| | | |
|---|---|---|
| Alcala, Richard | Padilla, Roy | Tom, Roger |
| Baltz, Burt | Peterson, Charles | Wallin, Joanne |
| Near, Thomas | Severance, Thomas | Wollman, William |
| | Waltjen, Frank | |

TEMPORARY APPOINTMENTS AND RECERTIFICATIONS

X42 LIBRARIAN, Part-time
Norton, Mary

AND FURTHER That the following resignations of non-civil service, part-time and temporary positions be accepted:

| B511 TYPIST | B512 GENERAL CLERK, TYPIST | B222 GENERAL CLERK |
|---|---|---|
| Carlson, Patricia | Oltmans, Elizabeth | Field, Carol |

| O-1 CHAUFFEUR | X52 LIBRARY PAGE, Part-time | |
|---|---|---|
| Brown, Malcolm | Peterson, Charles | Van Cleve, Mary |
| | Meyers, Richard | Dougherty, Clement |

BOOKS AND ART TOMMITTEE

It was reported by Chairman Mohr that the plaque for the Bufano statue at the Eureka Valley Branch Library would be installed in time for the formal dedication of the branch on January 22, 1962.

The Chairman, noting the recent suggestion of Commissioner Gardner W. Mein of the Planning Commission that more City-owned works of art might appropriately be displayed in public buildings, reminded the Commission that the Library Department has utilized on-loan paintings from the Museum of Art for a number of years.

Chairman Mohr, reporting the recommendation passed by the Books and Art Committee at its meeting, moved and Commissioner Fanucchi seconded that Mayor Christopher, Planning Commissioner Mein, the Art Commission and the Curator of the San Francisco Museum of Art be advised of the Library Commission's desire to cooperate in an enlarged program of display of appropriate City-owned works of art in the Main and branch libraries. The motion was unanimously adopted.

MAIN LIBRARY REHABILITATION COMMITTEE

Chairman Wu reported that the Committee had met prior to the Commission meeting to review the list of architects recommended by the Director of Public Works to work with Messrs. Ulveling and Mohrhardt on the projected study of the Main Library building. It was the Committee's recommendation, reported by the Chairman, that another meeting be scheduled for the purpose of conducting interviews with any architects whose names are submitted by the Director of Public Works as being qualified to undertake the architectural phase of the survey project. The Secretary was directed to schedule interviews for the Committee with the architects so recommended.

FINANCE, AUDIT AND BUDGET COMMITTEE

In the absence of Chairman Schwabacher, Commissioner Bransten reported for the Committee. He moved, Commissioner Turner seconded and the Commission by unanimous action approved the following financial statement showing the expenditures for December and appropriation balances as of December 31, 1961: (next page)

| Object of Expenditure | Expended Dec. 1961 | Appropriation Balance |
|---|---|---|
| Permanent Salaries | $94,347.18 | $692,431.36 |
| Temporary Salaries | 557.04 | 2,025.25 |
| Overtime Salaries | ---- | 145.01 |
| Wages | 17,653.96 | 92,423.52 |
| Contractual Services | 3,694.44 | 10,423.34 |
| Binding | 4,490.00 | 23,570.61 |
| Materials and Supplies | 2,947.14 | 21,844.87 |
| Books and Other Library Materials | 46,963.83 | 142,711.51 |
| Equipment | 6,598.38 | 22,214.32 |
| Membership Dues | 113.50 | 418.24 |
| Maintenance & Repair of Automotive Equipment | 100.00 | 502.00 |
| Reproduction Service | 28.55 | 112.22 |
| Telephone and Telegraph | 225.00 | 3,874.85 |
| Scavenger Service | 145.59 | 926.05 |
| Window Cleaning Service | ---- | 270.00 |
| Pest Control Service | ---- | 156.00 |
| Gasoline and Lubricants | 125.00 | 791.23 |
| Drygoods | 33.88 | 241.47 |
| Compensation Insurance | 51.65 | 718.75 |
| Retirement | 6,282.00 | 37,693.00 |
| Social Security Tax | 1,710.00 | 10,250.00 |
| Health Service | 567.00 | 3,402.00 |
| Rental of Branches | 1,615.00 | 11,490.00 |
| Fidelity Insurance | ---- | ---- |
| Automobile Insurance | ---- | 115.05 |
| Services of Other Departments | 1,363.00 | 8,178.00 |
| Heat, Light and Power | 3,918.76 | 18,399.35 |
| TOTALS | $193,530.90 | $1,105,333.00 |

Commissioner Bransten moved, Commissioner Fanucchi seconded and the Commission by unanimous action voted to approve the expenditures from the Fuhrman Bequest Fund in the amount of $630.59 for the purchase of materials on enonomic and political subjects for the month of December, as submitted by the Librarian.

PUBLIC RELATIONS COMMITTEE

Chairman Bransten reported that the next program scheduled by the Friends of the Library will be held at 8:00 P.M. Thursday, February 8, 1962. The program, "Censorship in California" will be discussed by Rt. Rev. James A. Pike, Bishop of California, and other speakers.

It was moved by Chairman Bransten, seconded by Commissioner Lepetich and unanimously adopted that a letter of appreciation be directed to the Friends of the Library for the recent purchase of a press-type camera for the Library's public relations and information activities.

CITY LIBRARIAN'S REPORT

The City Librarian reported the following matters:

1. The purchase order for the large quantity of wooden shelving to be installed in the Literature, Philosophy and Religion Department and elsewhere in the Main and branch libraries has been sent to the vendor by the Purchasing Department

2. The staff for the Literature, Philosophy and Religion Department will be selected and named in the very near future.

3. A brochure is in the planning stage which will, when published, assist patron s in the full use of the Main Library's facilities and resources.

4. The survey report on the Library's technical services departments has not yet been received from Mr. Kingery. However, sufficient information has been communicated by Mr. Kingery that the Department will be able to prepare 1962-63 budget requests for new equipment, personnel and supplies to permit the revamped technical processing departments to operate on an effective and efficient basis.

COMMUNICATIONS

From the Honorable Harold S. Dobbs, Supervisor, City and County of San Francisco, re: complaints from his constituents regarding the shorter operating schedule for the Visitacion Valley Branch Library. Acknowledge, citing circulation and use statistics and the need for adopting realistic schedules based on need and past use.

From Mr. M. Justin Herman, Executive Director, San Francisco Redevelopment Agency, re: request for reaffirmation of the Commission's promised participation in the Diamond Heights Redevelopment project. See report of Building, Development and Maintenance Committee.

ELECTION OF OFFICERS

President Vavuris thanked his fellow Commissioners for their assistance and support during his term of office. He added that only time would tell how effectivly the Library had prospered during 1961, but that he felt encouraged by the progress which had been made under Mr. Holman's directorship.

Nominations for the office of Commission President for the 1962 term were declared to be in order.

The name of Commissioner Wu was placed in nomination by Commissioner Gurich.

Commissioner Fanucchi moved the nominations be closed. The motion was seconded by Commissioner Turner. Commissioner Wu was declared unanimously elected.

President Vavuris declared that nominations were in order for the office of First Vice-President for the 1962 term. He recognized Commissioner Lepetich who placed in nomination the name of Commissioner Gurich.

President Vavuris next recognized Commissioner Mohr who placed in nomination the name of Commissioner Bransten.

Commissioner Turner moved the nominations be closed. The motion was seconded by Commissioner Fanucchi.

B y a tally of written ballots Commissioner Bransten was declared duly elected as First Vice-President by a vote of 6 to 4.

President Vavuris declared that nominations were in order for the office of Second Vice-President for the 1962 term. He recognized Commissioner Bransten who placed in nomination the name of Commissioner Gurich.

Commissioner Gurich withdrew his name as a candidate for Second Vice-President.

President Vavuris recognized Commissioner Fanucchi who placed in nomination the name of Commissioner Mohr for the office of Second Vice-President.

Commissioner Fanucchi moved the nominations be closed. The motion was seconded by Commissioner Bransten. Commissioner Mohr was declared unanimously elected.

Commissioner Vavuris relinquished the President's chair to Commissioner Wu, who thanked his fellow Commissioners for the honor which they had bestowed upon him by electing him President.

It was moved by Commissioner Mohr, seconded by Commissioner Fanucchi and unanimously adopted that a vote of commendation be accorded Commissioner Vavuris for his fine leadership during 1961.

President Wu announced that the Finance, Audit and Budget Committee would meet at 3:30 P.M. Monday, January 15, 1962, and the entire Commission would hold a special meeting at 7:30 P.M. Thursday, January 18, 1962, both meetings scheduled for the purpose of reviewing the Library Department's 1962-63 budget requests.

Commissioner Fanucchi, noting Commissioner Girdner's imminent departure on an extended cruise, wished her a good rest and Godspeed, sentiments which were echoed by the other Commissioners in attendance.

There being no further business to come before the Commission, the meeting was declared adjourned to the special meeting to be held at 7:30 P.M. Thursday, January 18, 1962.

Respectfully submitted,

Frank A. Clarvoe, Jr., Secretary
San Francisco Library Commission



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SAN FRANCISCO PUBLIC LIBRARY

LIBRARY COMMISSION

1962

| | |
|---|---|
| PRESIDENT | DR. THOMAS W. S. WU |
| First Vice-President | John M. Bransten |
| Second Vice-President | Mrs. J. Henry Mohr |

STANDING COMMITTEES

FINANCE, AUDIT AND BUDGET

Vavuris, Chairman
Fanucchi, Vice-Chairman
Bransten
Fleishhacker
Gurich

BOOKS AND ART

Mohr, Chairman
Fanucchi, Vice-Chairman
Fleishhacker
Lepetich
Turner

PUBLIC RELATIONS

Fleishhacker, Chairman
Ehrhardt, Vice-Chairman
Fanucchi
Girdner
Turner

BUILDING, DEVELOPMENT AND MAINTENANCE

Bransten, Chairman
Lepetich, Vice-Chairman
Ehrhardt
Girdner
Gurich

ORGANIZATION AND OPERATIONS

Girdner, Chairman
Turner, Vice-Chairman
Ehrhardt
Mohr
Vavuris

MAIN LIBRARY REHABILITATION

Gurich, Chairman
Lepetich, Vice-Chairman
Bransten
Mohr
Vavuris

(1-18-62)

SAN FRANCISCO PUBLIC LIBRARY

January 19, 1962

Proceedings of the special meeting of the San Francisco Public Library Commission held Thursday, January 18, 1962, in the Secretary's Office, Main Library.

The meeting was called to order at 7:40 P.M. by President Wu.

On roll call the following were noted present: Commissioners Ehrhardt, Gurich, Lepetich, Mohr, Vavuris and Wu. Absent: Commissioners Bransten, Fanucchi, Fleishhacker, Girdner and Turner.

Commissioner Vavuris, Chairman of the Commission's Finance, Audit and Budget Committee presented the proposed budget for the Library Department for the 1962-1963 fiscal year. He outlined the main points of the budget document and the explanations for new or increased requests for personnel, equipment, contractual services and materials and supplies.

There was general discussion on the following matters:

1. The Library's use of the McNaughton Plan;

2. The critical need for additional personnel, particularly in the clerical classifications of B-511 and B512;

3. The policy regarding construction of additional branch libraries and the staffing and operating schedules of existing or new facilities.

It was duly moved, seconded and passed that the budget be approved, as presented, including the increased requests for new clerical positions recommended by the Finance, Audit and Budget Committee, except that the amount for Travel (Contractual Services O.E. 206) be increased to $1,525, an amount identical to the 1960-61 appropriation.

It was duly moved, seconded and passed that the City Librarian be granted permission to attend a professional library meeting to be held in Los Angeles, Saturday, January 20, 1962.

There being no further business to come before the Commission, the meeting was declared adjourned to 3:30 P.M. Tuesday, February 6, 1962.

Respectfully submitted,

Frank A. Clarvoe, Jr., Secretary
San Francisco Public Library Commission

February 8, 1962

Proceedings of the regular meeting of the San Francisco Public Library Commission held Tuesday, February 6, 1962, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:35 P.M. by President Wu.

The Pledge of Allegiance to the Flag was led by Commissioner Fanucchi.

On roll call the following were noted present: Commissioners Bransten, Ehrhardt, Fanucchi, Fleishhacker, Gurich, Lepetich, Mohr, Turner, Vavuris and Wu. Absent: Commissioner Girdner.

Commissioner Gurich moved and Commissioner Mohr seconded that the minutes of the regular meeting held January 9, 1962, and of the special meeting held January 18, 1962 be approved and placed on file. There being no objection, it was so ordered.

President Wu introduced guests in attendance, including Mrs. Carl W. Stern, Vice-President of the Friends of the Library. Mrs. Stern was asked by Commissioner Gurich to report on the meeting of the ALTA Committee for National Library Week, which Mrs. Stern had attended as an observer. Mrs. Stern stated that letters were being sent to encourage participation by trustees, Friends and others in the National Library Week activities this year.

BOOKS AND ART COMMITTEE

Chairman Mohr reported that she had met with Mr. George Culler, Director of the San Francisco Museum of Art, to discuss the possibility of changing the on-loan paintings in the Main Library from time to time, and also the availability of additional works of art for display in the branch libraries. The Chairman suggested that another meeting with Mr. Culler be arranged to include herself, the City Librarian and the Secretary to investigate the entire matter more extensively.

MAIN LIBRARY REHABILITATION COMMITTEE

Chairman Gurich asked that the Committee meet prior to the March Commission meeting.

ORGANIZATION AND OPERATIONS COMMITTEE

In the absence of Chairman Girdner, Commissioner Turner reported for the Committee. He moved, Commissioner Fanucchi seconded and the Commission by unanimous action voted to approve the following resolution:

RESOLUTION #178

RESOLVED That the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of January, 1962, be approved:

| X42 LIBRARIAN | B511 TYPIST I | | |
|---|---|---|---|
| Wright, Elizabeth | Bigelow, Rosemary | Hammers, Valerie | Mungari, Barbara |
| | Daigle, Dorothy | Jones, Mary L. | |

X52 LIBRARY PAGE, Part-time

| | | |
|---|---|---|
| Arndt, Clinton | Bradford, Beulah | Kirby, Richard |
| Aspell, Thomas | Cavanaugh, Clayton | Walters, Jack L. |
| Barlow, Paula | Foster, Doris | Warner, Starr K. |

AND FURTHER That the following resignations of non-civil service, part-time and temporary positions be accepted:

| O-1 CHAUFFEUR | B511 TYPIST I | X52 LIBRARY PAGE, Part-time | |
|---|---|---|---|
| McCarthy, James | Mungari, Barbara | Darling, Earle | Lundmark, Buddy |
| | | Kenney, Edwin | Salis, Steve |
| | | Labagh, Teresa | |

Commissioner Mohr recalled that when the Standing Committees of the Commission were reduced in number in January 1961 it was agreed that the committee structure should be reviewed at a later date to ascertain if it still reflected the manner in which the Commission could best conduct its committee business. There appears to be two distinct areas of responsibility for the Operations and Organization Committee, Commissioner Mohr stated, and she suggested that thought be given to separating these responsibilities and creating an additional committee. President Wu asked that the Organization and Operations Committee evaluate the standing committee organization, and submit recommendations to the Commission.

PUBLIC RELATIONS COMMITTEE

Chairman Fleishhacker reminded the Commission that the next Friends of the Library meeting would be held at 8:00 P.M. Thursday, February 8, 1962, in the Children's Room, Main Library. All Commissioners were urged to attend the meeting and program which will feature a panel discussion on censorship.

Photographs of branch libraries have been received from the Bay Area Photographers, a hobby group, and a descriptive display of branch library development, past, present and future will be constructed soon, Chairman Fleishhacker reported.

BUILDING, DEVELOPMENT AND MAINTENANCE COMMITTEE

Chairman Bransten reported that the technical services departments would be moved to 45 Hyde Street in approximately two weeks, or as soon as the necessary telephone and shelving installations could be made and the consolidation of records completed.

The City Librarian stated that Mr. Kingery's report had not yet been received despite several telephone calls and telegrams asking that the complete report be submitted. However, Mr. Kingery has forwarded a suggested physical layout of the department within the space at 45 Hyde Street, as well as a proposed multiple-copy order form.

The problems which the Real Estate Department has had in its negotiations for the purchase of the site for the permanent Excelsior Branch Library were outlined by Chairman Bransten. He moved, Commissioner Turner seconded and the Commission by unanimous action requested that a letter be forwarded to the Director of Property, indicating the Commission's desire that the Excelsior site be purchased at the earliest possible time, and if, after a reasonable period, a negotiated sale has not taken place that proceedings under eminent domain should be started.

There was general discussion on the philosophy of locating, constructing and staffing new branch libraries and the increased burdens which are imposed on Main



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Library personnel by the addition of branches to the system. It was agreed that the Committee should meet after the report on branch library systems throughout the United States is received from Mrs. Laye, Chief Librarian in charge of branches.

It was moved by Commissioner Fanucchi, seconded by Commissioner Vavuris and adopted that the Real Estate Department be requested to proceed with the purchase of the parcel at the northeast corner of Third Street and Revere Avenue, the site previously selected for a permanent branch library in the Bayview District.

FINANCE, AUDIT AND BUDGET COMMITTEE

Chairman Vavuris moved, Commissioner Gurich seconded and the Commission by unanimous action approved the following financial statement showing the expenditures for January and appropriation balances as of January 31, 1962:

| Object of Expenditure | Expended Jan. 1962 | Appropriation Balance |
|---|---|---|
| Permanent Salaries | $ 93,676.06 | $ 598,773.10 |
| Overtime Salaries | ---- | 145.01 |
| Temporary Salaries | 627.86 | 1,397.39 |
| Wages | 17,000.61 | 75,058.19 |
| Contractual Services | 2,124.07 | 8,304.27 |
| Binding | 4,490.00 | 19,030.84 |
| Materials and Supplies | 4,402.04 | 17,442.33 |
| Books and Other Library Materials | 51,175.41 | 91,536.10 |
| Equipment | 5,458.64 | 21,660.63 |
| Membership Dues | ---- | 418.24 |
| Maintenance and Repair of Automotive Equipment | 23.00 | 421.80 |
| Reproduction Service | 31.18 | 105.04 |
| Telephone and Telegraph | 332.65 | 3,380.20 |
| Scavenger Service | 145.59 | 780.87 |
| Window Cleaning Service | ---- | 270.00 |
| Pest Control Service | ---- | 156.00 |
| Gasoline and Lubricants | 125.00 | 566.23 |
| Drygoods | ---- | 241.47 |
| Compensation Insurance | 100.10 | 570.20 |
| Retirement | 6,282.00 | 31,411.00 |
| Social Security Tax | 1,710.00 | 8,540.00 |
| Health Service | 567.00 | 2,835.00 |
| Rental of Branches | 1,615.00 | 9,875.00 |
| Fidelity Insurance | ---- | ---- |
| Automobile Insurance | ---- | 115.05 |
| Services of Other Departments | 1,363.00 | 6,815.00 |
| Heat, Light and Power | 4,192.95 | 14,206.40 |
| TOTALS | $195,447.16 | $ 914,105.91 |

The Library Department's 1962-63 budget was submitted to the Controller on February 1, 1962, following its approval at the special Commission meeting held January 18, 1962, Chairman Vavuris reported. He urged all Commissioners to completely familiarize themselves with all phases of the budget document in preparation for the hearings before the Mayor and the Board of Supervisors.

CITY LIBRARIAN'S REPORT

Pursuant to the discussion on the construction of additional branch extensions

Mr. Holman pointed out the many difficulties in properly servicing the branches, so that they, in turn, may effectively serve the public.

The difficulty of securing and keeping trained clerical personnel was stressed by the City Librarian. Commissioner Mohr pointed out that it was a duty of trustees generally to encourage qualified people to pursue a career in librarianship through aid which might be given in recruiting, seeking scholarships and other activities.

COMMUNICATIONS

From Mr. Robert Rohatch, Secretary-Treasurer, Local 10, I.L.W.U., re: closing of the Newspaper Room, Main Library. Mr. Rohatch to be informed that space considerations made it imperative to relocate the current files of newspapers at the Business Branch Library.

From Mr. Al J. Quinn, President, Dolores Valley Improvement Association, re: request to hold quarterly meetings of the Association in the Eureka Valley Branch Library. Approved; meetings to be held to conform to the branch library's schedule.

It was moved by Commissioner Vavuris, seconded by Commissioner Lepetich and unanimously adopted that a letter of commendation be directed to Mr. Albert E. Schwabacher, Jr., former Commissioner, thanking him for his fine service to the Library and the Commission.

President Wu, on behalf of the Commission, expressed the hope to Commissioner Ehrhardt that he and his family would thoroughly enjoy their forthcoming extended trip abroad.

There being no further business to come before the Commission, the meeting was declared adjourned to 3:30 P.M. Tuesday, March 6, 1962.

Respectfully submitted,

Frank A. Clarvoe, Jr., Secretary
San Francisco Library Commission

March 10, 1962

Proceedings of the regular meeting of the San Francisco Public Library Commission held Tuesday, March 6, 1962, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:35 P.M. by President Wu.

The Pledge of Allegiance to the Flag was led by Commissioner Turner.

On roll call the following were noted present: Commissioners Bransten, Fanucchi, Fleishhacker, Gurich, Lepetich, Mohr, Turner and Wu. Absent: Commissioners Ehrhardt, Girdner and Vavuris.

Commissioner Mohr moved and Commissioner Gurich seconded that the minutes of the February meeting be approved and placed on file. There being no objection, it was so ordered.

BUILDING DEVELOPMENT AND MAINTENANCE COMMITTEE

Chairman Bransten reported that he and the Secretary had inspected several branch libraries on Friday, March 2, 1962. Particular attention was devoted to the smaller branches which, it is anticipated, will be replaced by permanent branch library buildings in the relatively near future. The Chairman expressed his concern about building a larger branch in the Bayview District when the rather small rented location now in operation appears to enjoy such a low level of use.

Following general discussion of the philosophy of branch library location, size and patronage, President Wu asked that additional study of the entire subject be undertaken by the Committee when it has the report from Mrs. Laye, Chief Branch Librarian, of the experience of other metropolitan jurisdictions regarding branch library planning.

It was suggested by Chairman Bransten that smoking areas be established in several branch libraries on a pilot basis. The Librarian was asked to determine if existing fire and other regulations would permit the implementation of this suggestion.

The Real Estate Department hopes to conclude its negotiations for the purchase of the site selected for the Excelsior Branch Library by March 16, 1962, the Chairman reported. If, by that date, a negotiated purchase appears impossible, the Real Estate Department will submit a request for eminent domain action to acquire the property.

Although additional work remains to be accomplished on the installation of shelving and other equipment in the technical processing departments at 45 Hyde Street, the staffs of those departments appear pleased with the new location, Chairman Bransten reported.

BOOKS AND ART COMMITTEE

Chairman Mohr reported that the Library possesses many fine and valuable items. As an example, she asked that a 1853 map of California be displayed to the Commission. The Californiana and mathematics collections were also described as particularly definitive by the Chairman.

The 1962 observance of the Founding of San Francisco was mentioned by Chair-

man Mohr. She suggested that the Library participate in the program again this year.

Commissioner Turner moved, Commissioner Gurich seconded and the Commission by unanimous action voted to sponsor a program the evening of June 27, 1962, during Founding Week. President Wu asked that the Public Relations Committee coordinate the arrangements for the program.

MAIN LIBRARY REHABILITATION COMMITTEE

Chairman Gurich reported that the Committee had met twice for the purpose of interviewing architects to work with Messrs. Ulveling and Mohrhardt on the proposed study of the Main Library building. The Chairman added that he expects to hold additional meetings for the purpose of studying the qualifications of the persons interviewed, and to develop directives for the guidance of the architect ultimately selected.

Commissioner Fleishhacker pointed out the necessity of having very complete and accurate plans and cost estimates prior to submitting a request for a bond issue to replace or extensively renovate the present Main Library building.

FINANCE, AUDIT AND BUDGET COMMITTEE

In the absence of Chairman Vavuris, the Committee report was presented by Vice-Chairman Fanucchi. She stated that no date had been set as yet by the Mayor's Office for the hearing on the Library Department's 1962-63 budget, but that Committee members would be notified as soon as the hearing is scheduled.

Commissioner Fanucchi moved, Commissioner Bransten seconded and the Commission by unanimous action approved the following financial statement showing the expenditures for February and appropriation balances as of February 28, 1962:

| Object of Expenditure | Expended Feb. 1962 | Appropriation Balance |
|---|---|---|
| Permanent Salaries | $ 94,088.98 | $501,970.02 |
| Overtime Salaries | ---- | 84.29 |
| Temporary Salaries | 335.65 | 1,061.74 |
| Wages | 16,457.52 | 58,460.47 |
| Contractual Services | 4,468.35 | 3,835.92 |
| Binding | 4,490.00 | 19,081.26 |
| Materials and Supplies | 10,543.50 | 6,899.33 |
| Books and Other Library Materials | 50,680.83 | 40,855.27 |
| Equipment | 1,777.08 | 17,149.33 |
| Membership Dues | 78.50 | 721.74 |
| Maintenance and Repair of Automotive Equipment | 300.00 | 115.00 |
| Reproduction Service | 54.03 | 29.01 |
| Telephone Service | 901.65 | 2,478.55 |
| Scavenger Service | 145.59 | 780.87 |
| Window Cleaning Service | ---- | 270.00 |
| Pest Control Service | ---- | 156.00 |
| Gasoline and Lubricants | 125.00 | 523.04 |
| Drygoods | ---- | 266.12 |
| Compensation Insurance | 100.00 | 470.20 |
| Retirement | 6,232.00 | 25,129.00 |
| Social Security Tax | 1,710.00 | 6,830.00 |
| Health Service | 567.00 | 2,268.00 |
| Rent | 1,615.00 | 8,260.00 |

| | | | |
|---|---|---|---|
| Fidelity Insurance | | ---- | ---- |
| Automobile Insurance | | ---- | 105.05 |
| Services of Other Departments | | 1,363.00 | 5,452.00 |
| Heat, Light and Power | | 3,748.51 | 10,904.33 |
| | TOTALS | $199,832.19 | $714,156.54 |

It was moved by Commissioner Fanucchi, seconded by Commissioner Lepetich and unanimously adopted that the expenditures in the amount of $870.76 from the Fuhrman Bequest Fund made during the month of February 1962, as submitted by the Librarian, be approved.

It was moved by Commissioner Fanucchi, seconded by Commissioner Mohr and unanimously adopted that the following resolution be approved:

RESOLUTION #179

RESOLVED That the Library Commission hereby approves a supplemental appropriation request in the amount of $486.00 to defray the additional cost of telephone service, Library Department, for the period April 1 to June 30, 1962.

It was moved by Commissioner Fanucchi, seconded by Commissioner Turner and unanimously adopted that the following resolution be approved:

RESOLUTION #182

RESOLVED That the Library Commission hereby approves a supplemental appropriation request in the amount of $1,150.00 to provide funds for the maintenance and repair of automotive equipment, and $404.00 for additional contributions to the Health Service System.

PUBLIC RELATIONS COMMITTEE

Chairman Fleishhacker reported that the Friends of the Library program on censorship had been well attended and had received considerable attention in the press.

The following activities scheduled during National Library Week, April 8 to 15, 1962, were reported by Chairman Fleishhacker:

1. Library Week proclamation to be signed by Mayor Christopher at 10:00 A.M. Monday, April 2, 1962.

2. The floral plaque in front of the Conservatory, Golden Gate Park, will carry a Library Week theme.

3. The new Literature, Philosophy and Religion Department, Main Library, will be formally opened by Mayor Christopher at 3:30 P.M., Monday, April 9, 1962.

4. A number of displays, programs and other activities have been scheduled for the Main and branch libraries, with arrangements coordinated by a staff committee chaired by Alice Thomas, Potrero Branch Library.

Commissioner Bransten reported on several matters relating to the Friends of the Library activities:

1. The gift for the purchase of a camera for use in connection with library

activities had been increased to $200.

2. Mr. Alan K. Browne has agreed to serve as president of the Friends for an additional year, and Mr. David Magee has been named Chairman of the Executive Committee.

3. The Friends would like to increase their membership appreciably prior to any library bond issue proposal.

Commissioner Mohr asked that the State Library's publication on the duties of library trustees and commissioners be distributed to each Commission member.

ORGANIZATION AND OPERATIONS COMMITTEE

In the absence of Chairman Girdner, Vice-Chairman Turner reported for the Committee. He moved, Commissioner Fanucchi seconded and the Commission, by unanimous action, adopted the following resolution:

RESOLUTION #130

RESOLVED That the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of February, 1962, be approved:

B511 TYPIST I
Modeste, Marlene
Nealon, Augusta
Smith, Meredith

7334 STATIONARY ENGINEER
Lundquist, Leonard

X52 LIBRARY PAGE, Part-time

| | | | |
|---|---|---|---|
| Callister, Richard | Gross, Lionel | Meyers, Richard | Salomon, Jofannie |
| Dunham, Jerri Ruth | Houser, Jerry | Padilla, Leroy R. | Saxon, Donald |
| Flynn, Mary Louise | Kramer, James | Rodriguez, Joseph | Sullivan, Margaret |
| | Vella, Maria | Williams, Jonas | |

AND FURTHER That the following resignations of non-civil service, part-time and temporary positions be accepted:

7334 STATIONARY ENGINEER
Lundquist, Leonard

X 52 LIBRARY PAGE, Part-time

| | |
|---|---|
| Ashmore, Patricia | Pfendt, Rosemary |
| Dutra, Joanne | Segler, Sandra |
| Foster, Vivian | Tom, Albert |
| Kinsky, Diane | Valdez, Raymond |
| Lacy, Leslie | Walters, Jack |

It was moved by Commissioner Turner, seconded by Commissioner Bransten and unanimously adopted that the following resolution be approved:

RESOLUTION # 181

RESOLVED That supplemental funds be appropriated in the amount of $350.00 to the Emergency Overtime Account of the Public Library. Present funds have been exhausted due to the great number of additional hours spent in moving and shifting various library functions and in the necessary maintenance of library facilities which have required the use of overtime funds.

On motion of Commissioner Turner, seconded by Commissioner Mohr and unani-



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mously adopted, the Commission gave its approval to the revised policy of pricing lost books as follows:

RESOLUTION #183

RESOLVED That because of the change in procedure by the Order and Catalog departments, it will be necessary to alter somewhat the policy on "Books Lost and Paid For by Patrons" (adopted by the Library Commission at the meeting of September 5, 1961), and be it

FURTHER RESOLVED That since the Order Department files used to price books lost will no longer be available; therefore, the following adjustments in the pricing schedule shall take effect immediately:

| | |
|---|---|
| Adult Non-fiction | Price at retail (as at present) when price can be determined from Books in Print, the shelf list or book card. |
| | When price is not available, charge $4.50 (exception: bound music). |
| | Bound music will be priced by the Music Department. |

On all other books the price will remain as at present:

| | |
|---|---|
| Adult Fiction | $3.50 |
| Children's Fiction | 2.00 |
| Children's Non-ficion | 2.50 |
| Picture Stories | 2.50 |
| Children's Readers | 1.50 |

All books lost to carry, in addition to the price of the book, a processing or sur-charge of $1.00 for adult books and 50¢ for children's books.

A report by the Bookmobile librarian, with a covering memorandum by the City Librarian, was discussed by the Commission. The decision as to the continuation of Bookmobile service, in view of the work which must be done on the vehicle and the construction of proposed new permanent branch libraries, was deferred to enable the Committee to study the matter in additional detail.

Mrs. A. Garabedian expressed appreciation to the Commission for the cooperation and courtesy extended to her during her tenure as Home Reading and Libraries Chairman of the San Francisco Second District, California Congress of Parents and Teachers. She complimented the Commission, the City Librarian and the Secretary on their devotion to the improvement of the Library Department.

Commissioner Mohr moved, Commissioner Bransten seconded and the Commission by unanimous action directed that a letter be forwarded to the President of Second District, P.-T. A., commending Mrs. Garabedian on her able representation of that organization.

CITY LIBRARIAN'S REPORT

Mr. Holman reported the following matters:

1. The Multilith machine had been delivered for use in the technical processing departments.

2. The report from Mr. Robert Kingery should be received very soon--it is presently being typed.

3. Delivery of the Ektalith and related equipment will be made within the next week to ten days.

4. The efforts to properly screen new professional staff members are proving quite fruitful in terms of the quality of applicants.

Commissioner Mohr reported that the Golden Gate District of California Library Association would meet at Foothill College, Los Altos, on Saturday, March 24, 1962.

COMMUNICATIONS

From The Honorable Edmund G. Brown, Governor of California, re: his observations regarding the scheduling of another Conference on public library problems. File.

From The Honorable George Christopher, Mayor, re: request for re-appraisal of the timetable for branch library construction, particularly as it relates to a permanent branch for the Visitacion Valley District. BUILDING DEVELOPMENT AND MAINTENANCE COMMITTEE.

From Mrs. Alfred McLaughlin, re: her pleasure at the appointment of Mrs. Ruth Isaacs to head the new Literature, Philosophy and Religion Department, Main Library. File.

From John J. Goodwin, Treasurer, City and County of San Francisco, re: reporting the exchange of U.S. Treasury notes held for the Alfred Sutro Bequest Fund. File.

From Elizabeth Lockwood, Corresponding Secretary, American Association of University Women, re: commending the Commission for the dedication ceremony attending the opening of the Eureka Valley Branch Library. File.

There being no further business to come before the Commission, the meeting was declared adjourned to 3:30 P.M. Tuesday, April 3, 1962.

Respectfully submitted,

Frank A. Clarvoe, Jr., Secretary
San Francisco Library Commission

April 12, 1962

Proceedings of the regular meeting of the San Francisco Public Library Commission held Tuesday, April 3, 1962, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:40 P.M. by President Wu.

The Pledge of Allegiance to the Flag was led by Commissioner Vavuris.

On roll call the following were noted present: Commissioners Bransten, Fanucchi, Fleishhacker, Gurich, Lepetich, Mohr, Vavuris and Wu. Absent: Commissioners Ehrhardt, Girdner and Turner.

Commissioner Gurich moved and Commissioner Vavuris seconded that the minutes of the March meeting be approved and placed on file. There being no objection, it was so ordered.

President Wu asked Commissioner Mohr to introduce Mr. Nat Schmulowitz, former Library Commissioner and generous founder and continuing benefactor of the Schmulowitz Collection of Wit and Humor.

Mr. Schmulowitz thanked the Commission for the invitation to attend the meeting, since April 1 marked the start of Laugh Week. He expressed the hope that the Wit and Humor Collection would continue to grow and be of interest and benefit to patrons of the Library.

## BUILDING, DEVELOPMENT AND MAINTENANCE COMMITTEE

Mayor Christopher had approved the necessary funds for construction of the Excelsior and Western Addition branch libraries, Chairman Bransten reported. He also stated that the owners of the site selected for the Excelsior Branch had agreed to sell the property and that a deputy had been assigned by the Director of Property to start negotiations for the purchase of the site chosen for the Bayview Branch.

The request by Mayor Christopher that consideration be given to building a permanent branch library in the Visitacion Valley District sooner than the 1964-65 fiscal year, as presently indicated in the Library's Capital Improvement Program, was considered by the Committee, Chairman Bransten stated. In view of the relatively small population served and the minimum circulation now recorded for the rented Visitacion Valley Branch, it was moved by Commissioner Fanucchi, seconded by Commissioner Lepetich and unanimously adopted that the priority rating for a permanent and larger branch library in the Visitacion Valley District not be increased at this time, and that Mayor Christopher be informed of the Commission's thinking, but also advised that the Commission expects to review the conclusions contained in the report prepared by Mrs. Laye regarding branch library services in other metropolitan centers.

It was moved by Commissioner Fleishhacker, seconded by Commissioner Gurich and unanimously adopted that the report authored by Mrs. Laye be formally assigned to the Building, Development and Maintenance Committee for study and recommendation.

## BOOKS AND ART COMMITTEE

Chairman Mohr reported that the Secretary had met with Mrs. Lillian Walden,

Executive Secretary of the McCreery Estate Company, to ascertain if an appropriate location might be found in the Eureka Valley Branch Library to install copies of the pictures of the Messrs. McCreery, the originals having been displayed in the old McCreery Branch Library for many years. The Secretary assured the Commission that when the copies have been made and framed that they will be submitted for the Commission's approval prior to any placement in the new building.

MAIN LIBRARY REHABILITATION COMMITTEE

Chairman Gurich asked that the Committee meet prior to the next Commission meeting, but after Mayor Christopher's consideration of the Library's 1962-63 budget.

FINANCE, AUDIT AND BUDGET COMMITTEE

Chairman Vavuris moved, Commissioner Fanucchi seconded and the Commission by unanimous action approved the following financial statement showing the expenditures for March and appropriation balances as of March 31, 1962:

| Object of Expenditure | Expended March 1962 | Appropriation Balance |
|---|---|---|
| Permanent Salaries | $ 93,959.85 | $410,111.56 |
| Overtime Salaries | ---- | 84.29 |
| Temporary Salaries | 57.95 | 103.79 |
| Wages | 15,561.69 | 43,698.30 |
| Contractual Services | 579.92 | 3,256.00 |
| Binding | 14,591.00 | 1.03 |
| Materials and Supplies | 5,394.94 | 1,504.39 |
| Books and other Library Materials | 33,343.84 | 7,511.43 |
| Equipment | 12,405.37 | 4,743.96 |
| Membership Dues | 58.00 | 460.74 |
| Maintenance and Repair of Automotive Equipment | 156.39 | ---- |
| Telephone and Telegraph | 338.52 | 2,114.18 |
| Scavenger Service | 145.59 | 489.69 |
| Window Cleaning Service | ---- | 270.00 |
| Pest Control Service | ---- | 156.00 |
| Gasoline and Lubricants | 125.00 | 386.68 |
| Drygoods | ---- | 266.12 |
| Compensation Insurance | 100.00 | 370.20 |
| Retirement | 6,282.00 | 18,847.00 |
| Social Security Tax | 1,710.00 | 5,120.00 |
| Health Service | 567.00 | 1,701.00 |
| Rental of Branches | 1,615.00 | 6,645.00 |
| Fidelity Insurance | ---- | ---- |
| Automobile Insurance | ---- | 105.05 |
| Services of Other Departments | 1,363.00 | 4,089.00 |
| Heat, Light and Power | 3,788.03 | 7,608.78 |
| TOTALS | $192,143.09 | $519,644.19 |

It was moved by Chairman Vavuris, seconded by Commissioner Fanucchi and unanimously adopted that the expenditures in the amount of $759.17 from the Fuhrman Bequest Fund made during the month of March 1962, as submitted by the Librarian, be approved.

The suggestion was made by Chairman Vavuris that the Committee meet prior

to the budget hearing with Mayor Christopher to discuss the most urgent requests contained in the budget document.

PUBLIC RELATIONS COMMITTEE

Chairman Fleishhacker noted that there had been considerable activity in connection with the coming Library Week observance. He reported that Mayor Christopher had signed the Library Week proclamation on April 2, that many invitations had been sent for the opening of the Literature, Philosophy and Religion Department at 3:30 P.M., April 9, and that newspaper, radio and television coverage of Library Week appeared to be extensive.

The most recent meeting of the Executive Committee of the Friends of the Library had been highlighted by very favorable reports of the organization's progress, the Chairman reported.

Mrs. Carl W. Stern, Vice-President of the Friends, expressed the thought that Library Week marked an unusually fine opportunity for the Friends to be of assistance to the Library. She added that she expected additional participation by the Friends would be a part of future observances of Library Week.

The Friends-sponsored exhibit: "Painters and Sculptors as Illustrators" will have its preview on Tuesday, April 10, in the San Francisco Museum of Art.

ORGANIZATION AND OPERATIONS COMMITTEE

In the absence of Commissioners Girdner and Turner, Commissioner Mohr reported for the Committee. She moved, Commissioner Vavuris seconded and the Commission by unanimous action approved the Following resolution:

RESOLUTION #184

(see last page of minutes)

Commissioner Mohr reported that the Bookmobile had been repaired and returned to service. The question of continuing Bookmobile service indefinitely was discussed by the Commission. It was informally agreed that the necessity for continuing this service should be determined following the construction of the new permanent branch libraries now in the planning stage.

The relocation of the technical processing departments to 45 Hyde Street and the resulting business-like appearance and enthusiasm of the staff were reported by Commissioner Mohr. She encouraged her fellow Commissioners to visit the relocated departments.

It was moved by Commissioner Fanucchi, seconded by Commissioner Lepetich and unanimously adopted that President Wu be asked to name the Commissioner-delegate to the annual American Library Association Conference to be held in Miami Beach, June 17-23, 1962, and that the City Librarian, who will also be a delegate, be allowed to select the staff member who would be the third delegate.

President Wu asked Commissioner Mohr to be the Commission's delegate to the Conference.

CITY LIBRARIAN'S REPORT

Mr. Holman reported that full cataloging for the branch libraries was being

performed, for the first time in over five years. He added that an agreement with the Library of Congress had been made which will ensure delivery of all card sets printed in the English language, and will further increase the speed of the processing activities.

COMMUNICATIONS

From John G. Farham, Executive Director, Visitacion Valley Community Center, Inc., re: his endorsement of the suggestion by Mayor Christopher that a new larger branch library be constructed in the Visitacion Valley District at an early date. BUILDING, DEVELOPMENT AND MAINTENANCE COMMITTEE.

There being no further business to come before the Commission, the meeting was declared adjourned to 3:30 P.M. Tuesday, May 1, 1962.

Respectfully submitted,

Frank A. Clarvoe, Jr., Secretary
San Francisco Library Commission



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April 3, 1962

Resolution No. 184

RESOLVED that the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of March, 1962 be approved:

X-42 Librarian

Goldberg, Merle

B-306A Duplicating Machine Operator

Fundis, Edward

X-52 Library Page; part time

| | |
|---|---|
| Biffin, Madelaine | Hawkins, Hugo |
| Cabezas, Raymond | Raggio, Ethel |
| Goodwin, Carolyn | Sailors, Gail |
| Grilikhes, Phyllis | Spinka, Richard |

AND FURTHER that the following resignations of non-civil service, part time and temporary positions be accepted:

B-511 Typist I

Jones, Mary L.

X-52 Library Page; part time

| | |
|---|---|
| Boxerbaum, Herman | Grilikhes, Phyllis |
| Cavanaugh, Clayton | O'Brien, Neil |
| Finn, Edward | Walsh, Michael |
| Haefer, Robert | Warner, Starr King |

4/3/62

May 9, 1962

Proceedings of the regular meeting of the San Francisco Public Library Commission held Wednesday, May 2, 1962, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:40 P.M. by President Wu.

The Pledge of Allegiance to the Flag was led by Commissioner Turner.

On roll call the following were noted present: Commissioners Bransten, Fanucchi, Fleishhacker, Girdner, Lepetich, Mohr, Turner, Vavuris and Wu. Absent: Commissioners Ehrhardt and Gurich.

Commissioner Mohr moved and Commissioner Vavuris seconded that the minutes of the April meeting be approved and placed on file. There being no objection, it was so ordered.

BUILDING, DEVELOPMENT AND MAINTENANCE COMMITTEE

Chairman Bransten reported that the Committee had met on April 30, 1962 for the purpose of reviewing the report on branch library planning and operations compiled by Mrs. Laye, Chief Librarian, Branch Department. Because of the manifold implications of the study and the need for thorough appraisal, the Chairman stated that a full report would be made on this matter at the June Commission meeting.

BOOKS AND ART COMMITTEE

It was moved by Chairman Mohr, seconded by Commissioner Turner and unanimously adopted that letters of appreciation be directed to Mrs. Augustus Taylor, Jr. and the McCreery Estate Company for the generous donation of photographs of Andrew B. McCreery and Richard S. McCreery. (These copies of the original portraits which had been in the McCreery Branch Library will be installed behind the charging desk at the Eureka Valley Branch Library.)

MAIN LIBRARY REHABILITATION COMMITTEE

In the absence of Chairman Gurich, Vice-Chairman Lepetich reported for the Committee. He moved, Commissioner Turner seconded and the Commission by unanimous action directed that a letter of appreciation be directed to Richard Alcala, part-time Library employee, who constructed a scale model of the Main Library building.

Following discussion, it was moved by Commissioner Mohr, seconded by Commissioner Vavuris and unanimously approved that the following recommendation be adopted:

The firm of John S. Bolles is hereby named as the Library Commission's choice to work with Messrs. Ulveling and Mohrhardt, library planning consultants, on the comprehensive study of the Main Library building; the City Librarian is directed to contact John S. Bolles for the purpose of reaching a complete understanding of what shall be the responsibilities of his firm in undertaking this assignment; a report of these discussions will be made to the Main Library Rehabilitation Committee and the Library Commission for further consideration and action as required.

FINANCE, AUDIT AND BUDGET COMMITTEE

Chairman Vavuris moved, Commissioner Mohr seconded and the Commission by

unanimous action approved the following financial statement showing the expenditures for April and appropriation balances as of April 30, 1962:

| Object of Expenditure | Expended April 1962 | Appropriation Balance |
|---|---|---|
| Permanent Salaries | $ 97,831.81 | $309,240.26 |
| Overtime Salaries | ---- | 84.29 |
| Temporary Salaries | 57.95 | 1,003.79 |
| Wages | 14,305.70 | 27,165.62 |
| Contractual Services | 1,175.28 | 265.47 |
| Binding | ---- | .13 |
| Materials and Supplies | 3,033.08 | 71.31 |
| Books and Other Library Materials | 16,391.59 | 7,624.47 |
| Equipment | 3,282.29 | 1,851.77 |
| Membership Dues | 121.00 | 339.74 |
| Reproduction Service | 14.73 | 79.61 |
| Telephone Service | 600.00 | 1,225.18 |
| Scavenger Service | 145.59 | 198.51 |
| Window Cleaning Service | ---- | 170.00 |
| Pest Control Service | ---- | 156.00 |
| Gasoline and Lubricants | 125.00 | 178.78 |
| Drygoods | ---- | 241.47 |
| Compensation Insurance | 48.10 | 487.25 |
| Retirement | 6,282.00 | 12,565.00 |
| Social Security Tax | 1,710.00 | 3,410.00 |
| Health Service | 567.00 | 1,134.00 |
| Rental of Branches | 1,615.00 | 5,030.00 |
| Automobile Insurance | ---- | 105.05 |
| Services of Other Departments | 1,363.00 | 2,726.00 |
| Heat, Light and Power | 3,640.45 | 4,752.63 |
| TOTALS | $152,309.57 | $330,106.33 |

It was moved by Chairman Vavuris, seconded by Commissioner Fanucchi and unanimously adopted that the expenditures in the amount of $725.23 from the Fuhrman Bequest Fund made during the month of April 1962, as submitted by the Librarian, be approved.

Chairman Vavuris reported on the Library Department's budget hearings before Mayor Christopher and the Finance Committee of the Board of Supervisors.

PUBLIC RELATIONS COMMITTEE

Chairman Fleishhacker asked Commissioner Mohr to report on the program to be presented in connection with the annual observance of the Founding of San Francisco. Commissioner Mohr stated that a talk would be sponsored jointly by the Commission and the Founding Committee, with Mr. Edgar Kahn as chairman of the evening, on June 27, 1962.

The Friends of the Library will also sponsor another evening program during June, Commissioner Mohr stated.

The sttractiveness and anticipated usefulness in recruiting of the recently-published announcement sheet for Librarian I applications was stressed by Commissioner Mohr. Mr. Holman reported that the announcements have been sent to other libraries and library schools throughout the country.

ORGANIZATION AND OPERATIONS COMMITTEE

It was moved by Chairman Girdner, seconded by Commissioner Bransten and unanimously adopted that the following resolution be approved:

RESOLUTION #185

RESOLVED That the following non-civil service, temporary and recertifications of temporary appointments which have been made by the City Librarian for the month of April, 1962, be approved:

| B407 STENOGRAPHER I | B408 GENERAL CLERK-STENOGRAPHER | X40 SENIOR LIBRARIAN |
|---|---|---|
| Eve Wilcox | Theresa O'Connell | Gilbert McNamee |

| X52 LIBRARY PAGE, Part-time | | X42 LIBRARIAN, Part-time |
|---|---|---|
| Frey, Dennis | Kincy, Lois | Malamud, Edith |
| Johnson, Michael | Lane, Stephen | Mapa, Maria |
| Griffin, Katherine | Susoeff, Lynn | Sheldon, Irene |

AND FURTHER That the following resignations of non-civil service, part-time and temporary positions be accepted:

X52 LIBRARY PAGE, Part-time
Harris, Donald
Forslind, Paul
Hollister, Dean
Pisani, Paula

Chairman Girdner moved, Commissioner Vavuris seconded and the Commission by unanimous action approved the attendance of the delegates to the American Library Association Conference at pre-Conference workshops to be held in the Miami Beach area, June 14-16, 1962, and also approved a request by the City Librarian that he be allowed to visit New York City following the A.L.A. Conference to inspect collections of books which might include volumes needed by the Library for its holdings.

CITY LIBRARIAN'S REPORT

Mr. Holman called the Commission's attention to published reports that Standard Oil Company of California plans to start construction on its new office building on properties including 551 Market Street, the Business Branch location. It was suggested by Commissioner Fleishhacker that a communication be directed to Mr. R. Gwin Follis, Standard Oil Board Chairman, asking that consideration be given to housing the Business Branch Library on the ground floor of the new building when it is completed. The Secretary was directed to send a letter to Mr. Follis in the name of the Commission.

It was moved by Commissioner Vavuris, seconded by Commissioner Lepetich and unanimously adopted that the following fee increases be approved:

1. A fine of twenty-five cents (25¢) a day is charged for failure to renew or return music when it is due. Fine will terminate in two months with a ten dollar ($10.) maximum. Anyone unable to pay the fine should return the music immediately and arrange to pay the fine later.
2. A penalty of twenty-five cents (25¢) will be imposed for each missing part if an orchestra set is returned incomplete. This is not refunded when the parts are

are returned, nor deducted from the cost of replacement if they cannot be found.

3. The charge for lost or missing parts is the purchase price, or if out of print, the cost of having copies made.

4. Heavy penalties will be imposed on anyone known to MARK, MUTILATE OR DAMAGE music in any way, including the use of Scotch tape and paper clips.

5. Outstanding fines and penalties must be paid before further loans will be made.

6. The Library reserves the right to refuse further service to individuals or groups who fail to comply with these conditions.

There being no further business to come before the Commission, the meeting was declared adjourned to 3:30 P.M. Wednesday, June 6, 1962.

Respectfully submitted,

Frank A. Clarvoe, Jr., Secretary
San Francisco Library Commission

June 11, 1962

Proceedings of the regular meeting of the San Francisco Public Library Commission held Wednesday, June 6, 1962, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:40 P.M. by President Wu.

The Pledge of Allegiance to the Flag was led by Commissioner Vavuris.

On roll call the following were noted present: Commissioners Bransten, Fanucchi, Girdner, Gurich, Lepetich, Mohr, Turner, Vavuris and Wu. Absent: Commissioners Ehrhardt and Fleishhacker.

The following correction to the minutes of the May meeting was noted by the Secretary (City Librarian's Report, page 3) under the motion for fee increases, first paragraph: "A fine of twenty-five (25¢) a day is charged for failure to renew or return orchestral music when it is due." It was moved by Commissioner Mohr, seconded by Commissioner Fanucchi and unanimously adopted that the minutes of the May meeting be approved as corrected.

President Wu welcomed three members of the Grand Jury to the Commission meeting. He introduced Messrs. Stephen Ignatius Bresnahan, R. Frank Friedenthal and Maurice H. Seid.

ORGANIZATION AND OPERATIONS COMMITTEE

Chairman Girdner reported a request from the Director of Property for the use of the Exhibit Room, Main Library, for the purpose of conducting classes for the City's Electronic Data Processing program. Mr. Charles Guichard of Civil Service stated that the room would probably be needed for at least one year.

Following discussion it was moved by Chairman Girdner, seconded by Commissioner Bransten and unanimously adopted that the Commission reject, with regret, the request for the use of the Exhibit Room, Main Library, for the E.D.P. program because of the Library's own urgent need for space, but offer the "movie room", first floor, Main Library, as an alternate location for the E.D.P. classroom.

Chairman Girdner moved, Commissioner Turner seconded and the Commission by unanimous action approved the request of Mr. Martin Snipper, Director, 16th Annual Art Festival, to use certain facilities in the Main Library for the collection and temporary storage of paintings to be exhibited during the Art Festival in September.

It was moved by Chairman Girdner, seconded by Commissioner Vavuris and unanimously adopted that the following resolution be approved:

RESOLUTION #186

RESOLVED That the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of May, 1962, be approved:

| 1404 CLERK | 1422 TYPIST | X52 LIBRARY PAGE, Part-time | |
|---|---|---|---|
| Simone, Ed. | Vilott, Barbara | McQueen, Joseph | Blakkan, Anita |
| Ferbrache, Lewis | | Munoz, Peter | Doss, Robert |
| | | | Hodges, James |



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AND FURTHER That the following resignations of non-civil service, part-time and temporary positions be accepted:

| 1404 CLERK | X52 LIBRARY PAGE, Part-time | |
|---|---|---|
| Simone, Ed. | Nerney, Dennis | McCormack, James |
| | Coughlan, Kevin | Landtbom, William |

BUILDING, DEVELOPMENT AND MAINTENANCE COMMITTEE

Commissioner Fanucchi moved, Commissioner Turner seconded and the Commission by unanimous action voted to request that the Recreation and Park Commission modify its resolution #4579 to permit the necessary playground relocation work and the construction of the Western Addition Branch Library in Hamilton Square to be handled under one contract, as suggested by Mr. Reuben H. Owens, Director of Public Works.

Chairman Bransten read a letter from Mr. R. G. Follis, Chairman of the Board, Standard Oil Company of California, which indicated that there would not be space in the building at 571 Market Street to house the Business Branch Library during the period of construction of Standard Oil's new office building on the site of the present Business Branch and adjacent properties. Because the Library's lease at 551 Market Street will end on April 30, 1963, Chairman Bransten stated that particular effort would be expended to resolve this matter and that be expected to report progress at the August Commission meeting. He also asked that the Committee meet prior to the August meeting to evaluate the long-range plans for branch library locations and development.

MAIN LIBRARY REHABILITATION COMMITTEE

Chairman Gurich reviewed the contents of a letter from John S. Bolles, architect, relative to his participation as a member of the Main Library survey team. Because additional clarification was desired by the Commission the City Librarian was asked to contact Mr. Bolles so that the formal details of his appointment may be discussed and resolved.

In line with a suggestion made by Mr. Reuben H. Owens, Director of Public Works, Chairman Gurich asked that the Committee be prepared to meet with Mr. Charles Griffith, City Architect, following Mr. Holman's return from the American Library Association Conference. The meeting is to be held for the purpose of discussing the requirements for the submission of a bond issue following the survey of the Main Library building.

FINANCE, AUDIT AND BUDGET COMMITTEE

Chairman Vavuris moved, Commissioner Fanucchi seconded and the Commission by unanimous action approved the following financial statement showing the expenditures for May and appropriation balances as of May 31, 1962:

| Object of Expenditure | Expended May 1962 | Appropriation Balance |
|---|---|---|
| Permanent Salaries | $96,196.84 | $213,607.72 |
| Overtime Salaries | ---- | 84.29 |
| Temporary Salaries | 57.95 | 1,003.79 |
| Wages | 15,270.74 | 11,447.18 |
| Contractual Services | 1,031.12 | 374.21 |
| Binding | ---- | .13 |

| | | |
|---|---|---|
| Materials and Supplies | 726.60 | 624.17 |
| Books and other Library Materials | 6,313.74 | 1,310.73 |
| Equipment | ---- | 2.43 |
| Membership Dues | 290.50 | 199.24 |
| Maintenance and Repair of Automotive Equipment | ---- | 925.00 |
| Reproduction Service | 32.60 | 46.46 |
| Telegraph and Telephone | 1,047.00 | 917.59 |
| Scavenger Service | 145.59 | 198.51 |
| Window Cleaning Service | ---- | 170.00 |
| Pest Control Service | ---- | 6.00 |
| Gasoline and Lubricants | 132.84 | 175.25 |
| Drygoods | ---- | 131.47 |
| Compensation Insurance | 48.00 | 439.70 |
| Retirement | 6,282.00 | 6,283.00 |
| Social Security Tax | 1,710.00 | 1,700.00 |
| Health Service | 567.00 | 975.00 |
| Rental of Branches | 1,615.00 | 3,415.00 |
| Automobile Insurance | ---- | 105.05 |
| Services of Other Departments | 1,363.00 | 1,363.00 |
| Heat, Light and Power | 3,860.00 | 1,365.51 |
| TOTALS | $136,690.52 | $246,870.43 |

It was moved by Chairman Vavuris, seconded by Commissioner Lepetich and unanimously adopted that the expenditures in the amount of $181.82 from the Fuhrman Bequest Fund made during the month of May, 1962, as submitted by the Librarian, be approved.

Commissioner Mohr moved, Commissioner Fanucchi seconded and the Commission by unanimous action voted to accept, with sincere gratitude, the gift of $100 from the San Francisco Chapter of the National Machine Accountants Association for the purchase of additional materials in the field of data processing.

Chairman Vavuris reported that the Board of Supervisors had approved the Library's 1962-63 budget in substantially the same form as passed by Mayor Christopher.

Mr. Holman thanked the members of the Commission for their interest and assistance in the presentation of the budget. He added that the budget, as approved, would permit the Library to move ahead with the plans for subject departmentalization of the Main Library, would allow the needed inventory of the collection to be accomplished and would enable the completion of the proposed administrative staff.

BOOKS AND ART COMMITTEE

Chairman Mohr reported that the Schmulowitz Collection of Wit and Humor, to which Mr. Schmulowitz is constantly adding, included 11,466 volumes as of May 31, 1962.

PUBLIC RELATIONS COMMITTEE

In the absence of Chairman Fleishhacker Commissioner Bransten reported for the Committee. He informed the Commission that the Friends of the Library meeting held on Monday, June 4, 1962, featuring Aldous Huxley, had been marked by an enthusiastic overflow audience. He added that although a large hall is urgently needed for the presentation of speakers of Mr. Huxley's reputation and for other purposes as well he felt it would be a mistake to hold Friends of the Library meetings outside of

the Library itself.

Commissioner Girdner remarked that the success of the Huxley program should give added impetus to the Friends drive for new members.

It was moved by Commissioner Lepetich, seconded by Commissioner Gurich and unanimously adopted that a letter be directed to Mr. Alan K. Browne, President of the Friends of the San Francisco Public Library, thanking the organization for its continued interest in and support of the Library, and assuring the Friends that all possible efforts will be made to accomodate their program meetings in the future.

Commissioner Mohr was asked by Commissioner Bransten to report on the Founding of San Francisco program to be presented on June 27, 1962. Commissioner Mohr stated that Mr. Edgar M. Kahn will chair the program featuring Dr. Philip H. Rhinelander of Stanford University.

## CITY LIBRARIAN'S REPORT

Mr. Holman reported that considerable staff study has been given to the equitable allocation of the 1962-63 book budget to provide for the more orderly purchase of materials for the Main Library and branches. The need for increasing the collections of the Main Library was stressed by the City Librarian.

The proposed plans for the relocation of certain departments within the Main Library were outlined by Mr. Holman. It was moved by Commissioner Vavuris, seconded by Commissioner Turner and unanimously adopted that the proposal for the relocation of certain departments with the Main Library be approved and that the gratitude of the Library Commission be extended to the City Librarian and the Secretary for their efforts in developing a program which will effectively utilize the available space in the Main Library to the fullest extent possible considering the limitations of the existing building.

## COMMUNICATIONS

From Mr. R. G. Follis, Chairman of the Board, Standard Oil Company of California, re: use of certain premises for the housing of the Business Branch Library. BUILDING, DEVELOPMENT AND MAINTENANCE COMMITTEE.

From Mr. Reuben H. Owens, Director of Public Works, re: suggestion that the Library Commission request the Recreation and Park Commission to modify its Resolution #4579 regarding the use of Hamilton Square for branch library purposes. BUILDING, DEVELOPMENT AND MAINTENANCE COMMITTEE.

From Mr. Martin Snipper, Director, 16th Annual Art Festival, re: request for use of space in the Main Library. ORGANIZATION AND OPERATIONS COMMITTEE.

From Mr. Philip L. Rezos, Director of Property, re: request for use of the Exhibit Room, Main Library, for conducting classes in the City's Electronic Data Processing program. ORGANIZATION AND OPERATIONS COMMITTEE.

From Mr. Kenneth Au-Young, Director, Research and Development, San Francisco Chapter, National Machine Accountants Association, re: gift of $100 for the purchase of additional materials in the field of data processing. FINANCE, AUDIT AND BUDGET COMMITTEE.

From Mrs. John Simpson, President, Glen Park School P.T.A., Mr. & Mrs. Frank Gualco, Mr. & Mrs. Earl F. Parker, Mrs. Muriel L. Hidzick, Miss Anita Romero, re:

loss of the existing Glen Park Branch Library and the suggestion for a branch in other premises in the same immediate area when Bosworth Street is widened and the building containing the present branch is demolished. Acknowledge and refer matter to Building, Development and Maintenance Committee for study in connection with the Committee's appraisal of plans for future branch library construction.

From Miss Esther Bahls, re: hours of service at the Presidio Branch Library. Acknowledge and file.

From Mr. Reuben H. Owens, Director of Public Works, re: requirements for bond issue proposal. MAIN LIBRARY REHABILITATION COMMITTEE.

There being no further business to come before the Commission, the meeting was declared adjourned to 3:30 P.M. Tuesday, August 7, 1962.

Respectfully submitted,

Frank A. Clarvoe, Jr.

Frank A. Clarvoe, Jr., Secretary
San Francisco Library Commission

SAN FRANCISCO PUBLIC LIBRARY

August 8, 1962

Proceedings of the regular meeting of the San Francisco Public Library Commission held Tuesday, August 7, 1962, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:35 P.M. by President Wu.

The Pledge of Allegiance to the Flag was led by Commissioner Girdner.

On roll call the following were noted present: Commissioners Ehrhardt, Fanucchi, Fleishhacker, Girdner, Heavey, Lepetich, Mohr, Turner, Vavuris and Wu. Absent: Commissioner Bransten.

It was moved by Commissioner Vavuris and seconded by Commissioner Mohr that the minutes of the June meeting be approved as submitted. There being no objection, it was so ordered.

President Wu welcomed Commissioner Edward E. Heavey to his first Commission meeting since his appointment by Mayor Christopher.

Mrs. Gary Garabedian, former Library and Home Reading Chairman of the San Francisco Second District, California Congress of Parents and Teachers, was welcomed to the meeting by President Wu. Mrs. Garabedian introduced Mrs. June Conrad, the newly appointed Library and Home Reading Chairman

PUBLIC RELATIONS COMMITTEE

Chairman Fanucchi called the Commission's attention to the handsome catalog published to mark the exhibit honoring the Eighty-Fifth Annual Meeting of the American Bar Association, currently in conference in San Francisco.

Commissioner Mohr was asked by the Chairman to report on her efforts to arrange a future exhibit. A display of photographs, equipment and other items from the Fire Department Museum is proposed for the Main Library in conjunction with Fire Prevention Week in October, Commissioner Mohr reported. She added that the Museum is not generally open to the public, so that an exhibit in the Library will permit more citizens to view the interesting and unique materials.

BUILDING, DEVELOPMENT AND MAINTENANCE COMMITTEE

In the absence of Chairman Bransten, Vice-Chairman Lepetich reported for the Committee. He informed the Commission that the Committee had met on July 17 for the purpose of reviewing a report concerning present and future branch library locations and development prepared by Mr. Holman. The Committee agreed that a policy statement relative to the number and size of branch extensions is needed. Commissioner Lepetich added that the Committee was also asked to consider closing certain of the smaller branches, particularly when new extensions in the same general area are opened to the public.

Although Mr. Holman's report was approved in principle, Commissioner Lepetich reported, it had been suggested that the more positive aspects of better library service be emphasized in order that any policy which includes the closing of existing branches might be explained more comprehensively.

Since all Commissioners did not receive copies of the revised branch library



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report prior to the Commission meeting, it was moved by Commissioner Girdner, seconded by Commissioner Turner and unanimously adopted that this matter be held in Committee and that each Commissioner be provided with the report so that it can be completely reviewed prior to a request for Commission action on the recommendations contained therein.

BOOKS AND ART COMMITTEE

Chairman Mohr thanked the Commission for the opportunity of representing them as a delegate to the recent American Library Association Conference in Miami Beach. She reported that the shortage of librarians nationally meant that recruiting at the Conference was particularly difficult, although the San Francisco Public Library is now attracting more favorable attention within the profession.

Some years ago the Commission was able to purchase a section of a Henry Miller manuscript which he had not actually included in one of his books. The manuscript, purchased for the Phelan Collection, was displayed by Chairman Mohr.

A request from the Afro-American Missionary Workers, Inc. for discarded books was reported by Chairman Mohr. The books, so urgently needed abroad, were shipped to Nigeria through the cooperation of the U. S. Navy.

The impact of the first deliveries of books made under the McNaughton Plan contract was reported by Chairman Mohr. She stated that the Library's ability to provide currently popular books by the use of this service has been enthusiastically received in the branch libraries she has visited recently.

ORGANIZATION AND OPERATIONS COMMITTEE

It was moved by Chairman Girdner, seconded by Commissioner Vavuris and unanimously adopted that the following resolutions be approved:

RESOLUTION #187

RESOLVED That the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of June 1962 be approved:

1422 JUNIOR CLERK TYPIST
T-1918 Carson, Marianne
T-1918 Smith, Catherine
T-1916 Harris, Donald

J-54 BOOK REPAIRER
Curry, Princess

1424 CLERK-TYPIST
1914 Talbott, Florence

B-407 STENOGRAPHER I
T-1912 Sadecki, Juliette

3630 LIBRARIAN
T-1898 Nathan, Patricia
P-728 Cox, Barbara
P-720 Vilott, Barbara

TEMPORARY APPOINTMENTS AND RECERTIFICATIONS

3602 LIBRARY PAGE, Part-time
Brandi, Barbara
Wilson, Nicholas

AND FURTHER That the following resignations of non-civil service, part-time and temporary positions be accepted:

3602 LIBRARY PAGE, Part-time

| | | |
|---|---|---|
| Dowling, Terrance | Callister, Richard | Mullane, John |
| Gardiner, Robert | Flowers, Edgar | O'Neill, John |
| McCormack, James | Hunter, Maureen | Perry, Robert |
| McDonald, Richard | Kramer, Joseph | Shannon, Terrance |
| Mitchell, Harold | Meyers, Richard | Trujillo, William |

RESOLUTION #188

RESOLVED That the following non-civil service, temporary and re-certification of temporary appointments which have been made by the City Librarian for the month of July, 1962, be approved:

1422 JUNIOR CLERK-TYPIST
T-1904 Grilikes, Phyllis
T-1905 Jones, Mary
T-1906 McGruder, Edna
T-1908 Simon, Jeffrey (T-1953)
T-1916 Johnston, Judith
Zidek, Martha (P-741)
T-1918 Mays, Gloria
T-1955 Chew, Martin

1422 JUNIOR CLERK-TYPIST (con)
P-742 Carson, Marianne (T-1916 & 1954)
P-743 Harris, Donald (T-1906)

1424 CLERK-TYPIST
P-740 Ferbrache, Lewis
P-741 Giessler, Irene

C-102 JANITRESS
T-1945 Knowles, Estella

3602 LIBRARY PAGE, Full Time
P-744 Lane, Stephen
Fanucchi, Margene
P-745 Carrillo, Frank
P-746 Scannell, Andrea

3602 LIBRARY PAGE, Full Time (con)
Shiman, Carol
P-747 Richardson, Michael
Thomas, Charles
P-748 Lee, Michael
P-749 Lane, Stephen

3602 LIBRARY PAGE, Part-time
(F-1073)

| | | | |
|---|---|---|---|
| Allan, Nancy | Dolan, John | Karussos, Ernest | Reardon, John |
| Chew, Martin | Duggan, William | Louie, Dexter | Salis, Steve |
| Clecak, Richard | Fodrini, Joan | Lum, Philip | Spira, Daniel |
| Coit, Melvyn | Gozza, Robert | MacKenzie, James | Westwick, William |
| Crowley, Robert | Hansen, Rudolph | Poka, Joseph | Zangari, Thomas |

3630 LIBRARIAN, Part-time
(T-1848)

| | | | |
|---|---|---|---|
| Belden, Walter | Houser, Jerome | Lundquist, Leonard | McGowan, Geraldine |
| Benas, Gwendolyn | Mohnson, Michael | McCarthy, James | Maguire, Christy |
| | | | Thorn, Joe |

3630 LIBRARIAN

| | | |
|---|---|---|
| T-1932 Kincaid, Anne | P-724 Loomis, Austin | P-731 Cox, Barbara |
| Fick, Daisy | P-725 Kirby, Richard | P-732 Vilott, Barbara |
| T-1933 Sloan, Elizabeth | P-729 Allen, Michael | P-733 McCarthy, James |
| T-1934 Milber, Rose | P-735 Thorn, Joseph | Houser, Jerome |
| T-1944 McGettigan, Neal | P-736 Sheldon, Irene | P-734 Nathan, Patricia |
| T-1950 Fowler, Martha | P-737 O'Brien, Brenda | |
| T-1950 Wright, Elizabeth | P-738 Romero, Simmie | |
| | Eklund, Carl | |

It was moved by Chairman Girdner, seconded by Commissioner Turner and unani-

mously adopted that the following resolution be approved:

RESOLUTION #189

RESOLVED That Elliott V. Chinn be appointed Secretary Pro-tem for the period August 11 to 27, 1962, in order that necessary documents for the efficient operation of the Library Department may be executed during the vacation of Frank A. Clarvoe, Jr., Secretary, Library Commission.

Commissioner Fanucchi asked if all Commissioners had received communications from Foster & Futernick and some of their employees protesting the awarding of a portion of the Library's binding business to an out-of-State firm. Since it appeared that all Commissioners had received similar communications, it was moved by Commissioner Fanucchi, seconded by Commissioner Turner and unanimously adopted that a letter be directed to Foster & Futernick and their employees on behalf of the entire Library Commission expressing sympathy for their point of view, but calling attention to the fact that the Commission and the Library and Purchasing Departments must all abide by the provisions of the Charter of the City and County, including those sections relating to competitive biuding.

In order that the members of the Commission will be fully informed on the matter of the awarding of contracts by the Purchasing Department, it was suggested that Mr. Holman be asked to brief the Commissioners on how the binding specifications were developed.

MAIN LIBRARY REHABILITATION COMMITTEE

Chairman Fleishhacker reported that the Committee had met with Mr. Charles Griffith, City Architect, for the purpose of discussing what requirements should be incorporated in the contract for the survey of the Main Library building in order that the consultants and the architect would be made fully aware of the scope of the work expected of them. The experience gained in the preparation of the survey contract for the renovation of the Civic Auditorium will be of some assistance, the Chairman added, although if the decision is made to extensively modernize the present Main Library it would probably be necessary to vacate the building during re-construction.

The City Architect has had a proposed survey contract for the Main Library prepared, and this will be reviewed with the Committee, Mr. Holman and the Director of Public Works prior to being submitted to the entire Library Commission membership for final consideration, Chairman Fleishhacker concluded.

President Wu asked that the Main Library Rehabilitation Committee undertake the task of coordinating the redecorating of the Commission Room, including the replacement of the present rug.

FINANCE, AUDIT AND BUDGET COMMITTEE

Chairman Vavuris moved, Commissioner Lepetich seconded and the Commission by unanimous action approved the following financial statement showing the expenditures for June and July and the appropriation balances as of the last day of each month:

| Object of Expenditure | Expended June | Balance June 30 | Expended July | Balance July 31 |
|---|---|---|---|---|
| Permanent Salaries | $92,755.03 | $144,255.32 | $104,598.92 | $1,309,786.08 |
| Overtime Salaries | 47.77 | .52 | ---- | 500.00 |
| Temporary Salaries | 242.68 | 185.06 | 539.96 | 4,960.04 |

| | | | | |
|---|---|---|---|---|
| Wages | $20,520.91 | $95.75 | $14,646.84 | $196,108.16 |
| Contractual Services | 2,588.68 | 325.28 | 43,213.22 | 37,561.78 |
| Binding | ---- | .13 | ---- | 55,000.00 |
| Materials and Supplies | 780.42 | 1,127.02 | 6,103.82 | 39,066.18 |
| Books & Other Library Mat'ls | 1,126.92 | 525.92 | 92,837.82 | 242,162.18 |
| Equipment | ---- | 402.09 | 2,146.51 | 66,333.49 |
| Membership Dues | 61.00 | 138.24 | ---- | 1,038.00 |
| Maint. & Repair, Automotive | 336.51 | 245.45 | 100.00 | 1,200.00 |
| Reproduction Service | 27.02 | 19.44 | 31.09 | 168.91 |
| Telephone & Telegraph | 925.64 | 7.94 | 3,765.00 | 3,941.00 |
| Scavenger Service | 145.59 | 52.92 | 150.00 | 1,750.00 |
| Window Cleaning Service | 207.50 | 170.00 | 5,308.00 | 192.00 |
| Pest Control Service | 12.00 | 6.00 | 12.00 | 288.00 |
| Gasoline & Lubricants | 125.00 | 69.08 | 100.00 | 1,550.00 |
| Drygoods | ---- | 110.47 | ---- | 570.00 |
| Compensation Insurance | 47.65 | 393.95 | 50.00 | 950.00 |
| Retirement | 3,747.00 | 14,595.55 | 6,850.00 | 75,355.00 |
| Social Security Tax | 1,710.00 | ---- | 2,083.00 | 28,917.00 |
| Health Service | 567.00 | ---- | 1,182.00 | 12,995.00 |
| Rental of Branches | 1,615.00 | 1,810.00 | 1,615.00 | 17,765.00 |
| Fidelity Insurance | ---- | ---- | ---- | 71.00 |
| Automobile Insurance | ---- | 115.05 | ---- | 617.00 |
| Services of Other Depts. | 1,363.00 | ---- | 1,364.00 | 14,999,00 |
| Heat, Light & Power | 3,262.09 | 1,171.27 | 3,200.00 | 32,330.00 |
| Revolving Fund Increase | ---- | ---- | ---- | 1,000.00 |
| TOTALS | $132,214.41 | $133,480.02 | $289,897.18 | $2,147,224.82 |

It was moved by Chairman Vavuris, seconded by Commissioner Lepetich and unanimously adopted that the expenditures in the amount of $146.18 and $2,605.50 from the Fuhrman Bequest Fund made during the months of June and July, respectively, as submitted by the Librarian, be approved.

Chairman Vavuris moved, Commissioner Mohr seconded and the Commission by unanimous action voted to approve the following resolution:

RESOLUTION #190

RESOLVED That the Controller be requested to allot the sum of $28,875.00 to the credit of Contractual Services to provide funds for leasing books from the McNaughton Libraries, Inc., as provided in the 1962-63 budget.

Samples of the many unsolicited posters, announcements, pamphlets and other materials received by the Library for display and/or distribution were shown by the Secretary. It was suggested that the Commission establish a policy for the acceptance and use of such materials.

In order that this problem may be reviewed completely, President Wu asked that the Public Relations and Books and Art Committees undertake a joint study of the many types of unsolicited materials received by the Library Department and report back to the Commission at its September meeting with a recommended policy for the future acceptance of such materials.

COMMUNICATIONS

From Mrs. Marjorie Horton, re: request for use of the meeting room, Potrero Branch Library, for the purpose of conducting an informal art class. Approved; acknowledge and file.

From Z. L. Goosby, D.D.S., President, Western Addition District Council, re: congratulating the Library Commission and staff on the retention of the necessary funds in the current budget for the construction of the Western Addition Branch Library. File.

From The Honorable Recreation and Park Commission, re: notification that the Recreation and Park Commission Resolution #4873 had been passed allowing for the relocation of the childrens appartus area and the construction of the Western Addition Branch Library in a single contract. File.

From Mr. Alan K. Browne, President, Friends of the San Francisco Public Library, re: acknowledging the Commission's expression of gratitude for the efforts and excellent progress made by the Friends organization. File.

From Virginia Lee Bullivant, News-Call Bulletin, re: her appreciation of the cooperation of the librarian at the Parkside Branch Library. File.

There being no further business to come before the Commission, the meeting was declared adjourned to 3:30 P.M. Wednesday, September 5, 1962.

Respectfully submitted,

Frank A. Clarvoe, Jr., Secretary
San Francisco Library Commission

September 6, 1962

Proceedings of the regular meeting of the San Francisco Public Library Commission held Wednesday, September 5, 1962, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:50 P.M. by President Wu.

The Pledge of Allegiance to the Flag was led by Commissioner Fleishhacker.

On roll call the following were noted present: Commissioners Fanucchi, Fleishhacker, Heavey, Lepetich, Mohr, Vavuris and Wu. Absent: Commissioners Bransten, Ehrhardt, Girdner and Turner.

It was moved by Commissioner Mohr and seconded by Commissioner Fleishhacker that the minutes of the August meeting be approved as submitted. There being no objection, it was so ordered.

President Wu welcomed Mrs. June Conrad, Library and Home Reading Chairman of the San Francisco Second District, California Congress of Parents and Teachers, to the meeting.

BUILDING, DEVELOPMENT AND MAINTENANCE COMMITTEE

In the absence of Chairman Bransten, Vice-Chairman Lepetich reported for the Committee. He stated that all Commissioners had received a copy of the Branch Library Report prepared by Mr. Holman, and asked that the Commission consider the adoption of the report as a statement of policy regarding the size, location and staffing of branch libraries.

Following discussion, it was agreed that in order that the Branch Library Report accurately reflect the Commission's desires certain sections be reworded. The new wording should make the report more useful as an interpretative tool in explaining the Commission's policy regarding branch library development to the general public.

It was moved by Commissioner Vavuris, seconded by Commissioner Fanucchi and unanimously approved that a letter be directed to the Real Estate Department of the City and County asking for a progress report on the purchase of the site selected for the permanent Bayview Branch Library.

It was moved by Commissioner Lepetich, seconded by Commissioner Mohr and unanimously adopted that the firm of Appleton & Wolfard be directed to proceed immediately with the preparation of plans for the Western Addition Branch Library and with the plans for the permanent Excelsior Branch Library at such time as the land for the latter branch is finally purchased.

Commissioner Vavuris moved and Commissioner Mohr seconded that a communication by directed to the Real Estate Department of the City and County thanking that department for its efforts in negotiating for the purchase of the site for the Excelsior Branch Library and advising that since the architect has been directed to proceed with the plans for the building as soon as the site has been secured that the purchase be consummated as rapidly as possible. Motion unanimously passed.

Commissioner Lepetich reported that the Library Department's requests for items of building maintenance, replacement and reconstruction and capital improve-



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ment for the 1963-1964 fiscal year had been forwarded to the Director of Public Works. It was also reported that progress on the projects authorized for completion during the current fiscal year was evident. Completed to date has been the repainting of the former Catalog and Order areas and the present Newspaper Department, the latter to be used for the combined Art and Music Department as soon as required equipment is received and installed.

President Wu reported a request from the Western Addition District Council that the Commission give permission for the erection of two signs identifying the site of the Western Addition Branch Library. Following discussion, it was agreed that the Council's request should be denied.

BOOKS AND ART COMMITTEE

Chairman Mohr reported that the catalog of the Schmulowitz Collection of Wit and Humor will be ready for distribution shortly. The final section of the catalog is being printed now. The Library will assist in the distribution of the catalog by arranging for the necessary mailings.

The activities, plans and changes in the various libraries throughout California were mentioned by Chairman Mohr. She stressed the impact made by Federal aid, particularly to the smaller libraries, and the additional improvement of library services which could reasonably be expected if State aid should be approved.

PUBLIC RELATIONS COMMITTEE

The current exhibit sponsored and arranged by the United States Patent Office was mentioned by Chairman Fanucchi. She added that the exhibit, which has attracted considerable attention, will be open to the public in the Exhibit Room, Main Library, through September 11, 1962.

A concerted drive for the renewal of present memberships as well as for new members will be undertaken by the Friends of the Library soon, Chairman Fanucchi reported.

It was moved by Commissioner Vavuris, seconded by Commissioner Lepetich and unanimously adopted that the following policy regarding the acceptance of unsolicited material from groups and organizations be approved:

POLICY FOR POSTING AND DISTRIBUTING POSTER AND PAMPHLET MATERIAL:

1. All material shall be of a cultural or educational nature and shall be cleared through the Public Information Office which will determine the acceptability of such material.

2. Material shall be accepted with the understanding it will be posted only as space permits. Only one copy will be posted in the Main Library and each branch. No material shall be accepted for distribution.

3. Posters shall be limited in size in the discretion of the Public Information Office.

4. Material dealing with political or religious matters, or commercial ventures, shall not be posted.

5. Material from Government agencies (job opportunities, etc.) shall be kept in folders or binders in a appropriate place in the Library.

ORGANIZATION AND OPERATIONS COMMITTEE

In the absence of Chairman Girdner, the Secretary asked that the following resolution be approved. Approval was moved by Commissioner Vavuris, seconded by Commissioner Fanucchi and unanimously passed.

RESOLUTION #191

(See last page)

MAIN LIBRARY REHABILITATION COMMITTEE

Chairman Fleishhacker reported that it had been hoped a model contract for the survey of the Main Library building could be presented to the Commission for its consideration at this meeting. The proposed contract, as prepared by the Director of Public Works, proved to be unacceptable to Messrs. Ulveling and Mohrhardt. They have drawn a sample contract of their own which indicates that they have already given rather careful thought to the problems posed by the existing building, the Chairman reported.

It was suggested by Chairman Fleishhacker that consideration be given to having two contracts, one between the City and the library consultants and another between the City and Mr. Bolles, the survey architect. This point will be discussed with Mr. Owens following which the Main Library Rehabilitation Committee is to meet to consider the course of action to be taken.

FINANCE, AUDIT AND BUDGET COMMITTEE

Chairman Vavuris moved, Commissioner Heavey seconded and the Commission by unanimous action approved the following financial statement showing the expenditures for August and the appropriation balances as of August 31, 1962:

| Object of Expenditure | Expended August | Balance August 31st |
|---|---|---|
| Permanent Salaries | $ 99,964.40 | $1,210,623.75 |
| Overtime Salaries | ---- | 500.00 |
| Temporary Salaries | ---- | 4,452.76 |
| Wages | 17,301.75 | 175,324.08 |
| Contractual Services | 18,405.03 | 19,156.75 |
| Binding | 27,000.00 | 28,000.00 |
| Materials and Supplies | 8,978.35 | 30,087.83 |
| Books and other Library Materials | 36,875.67 | 205,286.51 |
| Equipment | 13,520.42 | 52,813.07 |
| Membership Dues | 25.00 | 1,035.00 |
| Maintenance and Repair, automotive equipment | 100.00 | 1,100.00 |
| Reproduction Service | 15.00 | 153.91 |
| Telephone and Telegrams | 112.00 | 3,815.00 |
| Scavenger Service | 150.00 | 1,600.00 |
| Window Cleaning Service | ---- | 192.00 |
| Pest Control Service | 50.00 | 237.50 |
| Gasoline and Lubricants | 100.00 | 1,450.00 |
| Drygoods and Wearing Apparel | ---- | 570.00 |
| Compensation Insurance | 50.00 | 900.00 |
| Retirement | 6,850.00 | 68,505.00 |
| Social Security Tax | 2,083.00 | 26,834.00 |
| Health Service | 1,182.00 | 11,813.00 |

(continued next page)



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| | | |
|---|---|---|
| Rental of Branches | 1,615.00 | 16,150.00 |
| Fidelity Insurance | ---- | 71.00 |
| Automobile Insurance | ---- | 617.00 |
| Services of Other Departments | 1,364.00 | 13,645.00 |
| Heat, Light and Power | 3,122.88 | 29,284.24 |
| Revolving Fund Increase | 1,000.00 | ---- |
| TOTALS | $239,864.50 | $1,904,207.40 |

It was moved by Chairman Vavuris, seconded by Commissioner Fanucchi and unanimously adopted that the expenditures in the amount of $1,759.43 from the Fuhrman Bequest Fund made during the month of August 1962, as submitted by the Librarian, be approved.

CITY LIBRARIAN'S REPORT

Mr. Holman reported that over 17,000 cards had been withdrawn from the public catalog. These cards represented books which the Library no longer has in its current collections. The withdrawal of cards should save inconvenience for staff and patrons and should enable the physical inventory of the collection to be taken with greater facility, Mr. Holman added.

Inspection of several possible locations for the Business Branch Library was undertaken by the Secretary and the City Librarian. Reports of progress on this matter will be presented at future Commission meetings, Mr. Holman stated.

The specifications under which the bindery contract was awarded were reviewed by Mr. Holman.

There being no further business to come before the Commission, the meeting was declared adjourned to 3:30 P.M. Tuesday, October 2, 1962.

Respectfully submitted,

Frank A. Clarvoe, Jr.

Frank A. Clarvoe, Jr., Secretary
San Francisco Library Commission



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Resolution No. 191

September 5, 1962

RESOLVED that the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of August, 1962 be approved:

1422 Junior Clerk-Typist

P-742 Beck, Ellene
P-743 Shiman, Carol
P-742 Watts, Viola
T-1964 Salvi, Stephanie
T-1965 Jones, Benni
T-1963 Hornsby, Beverly
T-1963 Muller, Alice

1424 Clerk-Typist

P-741 Lee, Michael

7333 Junior Stationary Engineer

Lundquist, Leonard

3602 Library Page; full time

P-749 Hawkins, Hugo

3602 Library Page; part time
(T-1938)

Lee, Michael
Shiman, Carol
McCarthy, Mae
Aspell, Thomas
Buckley, Arthur
Brown, Harriett
Fanucchi, Margene
Giordano, Joseph
Kim, Roger
Givens, Charlotte
Gothier, Yvonne
Graham, Michael
Jang, Raymond
Lempres, Mack
Sailors, Gail
Salis, Steve
Sullivan, Margaret
Thibeaux, Lloyd
Wollman, William

3602 Library Page; part time
(F-1078)

Doering, Rosemarie
Hearn, Sally
Linsky, Elizabeth
Montgomery, Rita
Tomaeder, Rosita
Tompkins, Janice
Tywman, Joseph

3602 Librarian

P-751 Courtney, Charlene
P-754 Wilcken, Barbara
P-754 Frauenglass, Marilyn
P-757 Mackey, Jean

AND FURTHER that the following resignations of non-civil service, part time and temporary positions be accepted:

1422 Junior Clerk-Typist

Chew, Martin
Zidek, Martha

3602 Library Page; full time

Lane, Stephen
Padilla, Roy

3630 Librarian

Frauenglass, Marilyn
Thorn, Joe
Nathan, Patricia
Romero, Simmie

3602 Library Page; part time

Pelta, Jacob
Dawson, Laura

3630 Librarian; part time

Thorn, Joe
DeWeese, Roger
Maguire, Christy

7333 Junior Stationary Engineer

Lundquist, Leonard

October 8, 1962

Proceedings of the regular meeting of the San Francisco Public Library Commission held Tuesday, October 2, 1962, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:40 P.M. by President Wu.

The Pledge of Allegiance to the Flag was led by Commissioner Heavey.

On roll call the following were noted present: Commissioners Bransten, Ehrhardt, Fanucchi, Fleishhacker, Girdner, Heavey, Lepetich, Mohr, Turner and Wu. Absent: Commissioner Vavuris.

It was moved by Commissioner Fleishhacker and seconded by Commissioner Heavey that the minutes of the September meeting be approved as submitted. There being no objection, it was so ordered.

BUILDING, DEVELOPMENT AND MAINTENANCE COMMITTEE

Chairman Bransten stated that since the Branch Library Plan had been revised in accordance with the desires expressed by the Commission at the September meeting he hoped that the report would now be adopted as a statement of policy.

It was moved by Chairman Bransten, seconded by Commissioner Mohr and unanimously adopted that the Branch Library Plan be accepted and that the Commission declare that it represents the Commission's policy with respect to branch library planning, except that the wording "to be constructed" be substituted for the year 1963 in the section which refers to the scheduling of the Excelsior, Western Addition and Bayview branch library construction projects.

It was reported by Chairman Bransten that Mr. Wolfard had started work on the preliminary plans for the Western Addition Branch Library. Mr. Wolfard expects to meet with the Committee, Mr. Holman and the Secretary when he has the basic plan of the branch developed, the Chairman added.

Commissioner Fanucchi moved, Commissioner Heavey seconded and the Commission, by unanimous action, approved the following resolution:

RESOLUTION # 195

RESOLVED That the Library Commission hereby authorizes the Real Estate Department of the City and County to submit a resolution to the Honorable Board of Supervisors for the purpose of acquiring the property selected for the Bayview Branch Library (Lots 6-A, 6-B and 7, Block 5339) by eminent domain proceedings.

The Secretary reported on the progress made by the Real Estate Department in acquiring the property for the permanent Excelsior Branch Library.

MAIN LIBRARY REHABILITATION COMMITTEE

Chairman Fleishhacker reported that the contract for the survey of the Main Library building had been prepared by the Director of Public Works and reviewed by the City Attorney. Actually there are two contracts, one with Messrs. Ulveling and Mohrhardt, library consultants, and one with John Bolles, architect. Each contract refers to the other, the Chairman noted.

It was moved by Chairman Fleishhacker, seconded by Commissioner Mohr and unanimously adopted that the following resolution be approved:

RESOLUTION #193

RESOLVED That the Library Commission hereby approves the contracts prepared by the Director of Public Works for the survey of the Main Library building, with the exception that the Commission desires to include a time limit of ten months, after the signing of the contracts, for the completion of all work detailed therein.

PUBLIC RELATIONS COMMITTEE

Chairman Fanucchi reported on current Main Library exhibits. "San Franciscans After Sixty" and the photographic exhibit by the Bay Area Photographers have attracted favorable comment. Displays scheduled for the month of October include Art of the Book Jacket, and exhibits from the Chinese Library and the Fire Department Museum, the latter in observance of Fire Prevention Week, the Chairman stated.

Distribution of a report detailing the Library's progress during the last two years will start within two weeks, Chairman Fanucchi informed the Commission. Material for the Friends of the Library membership drive also will be distributed soon.

ORGANIZATION AND OPERATIONS COMMITTEE

Chairman Girdner moved, Commissioner Fanucchi seconded and the Commission by unanimous action approved the following resolution:

RESOLUTION #194

(See last page)

BOOKS AND ART COMMITTEE

Chairman Mohr reported that the Art Commission and Mr. Martin Snipper, Director of the Annual Art Festival, had expressed appreciation to the Library Commission and staff for cooperation which helped to ensure the success of the recent Festival.

The catalog of the Schmulowitz Collection of Wit and Humor will be distributed shortly. Chairman Mohr expressed the hope that the significance of the catalog will be well publicized.

FINANCE, AUDIT AND BUDGET COMMITTEE

In the absence of Chairman Vavuris, Vice-Chairman Heavey reported for the Committee. He moved, Commissioner Turner seconded and the Commission by unanimous action approved the Library Department's financial statement dated September 30, 1962. (See last page)

It was moved by Commissioner Heavey, seconded by Commissioner Turner and unanimously adopted that the expenditures in the amount of $270.00 from the Fuhrman Bequest Fund made during the month of September 1962, as submitted by the Librarian, be approved.

CITY LIBRARIAN'S REPORT

Mr. Holman reported that an Open House has been scheduled for the technical processing departments on Thursday, October 18, 1962. Since the Library is now employing the most modern techniques in technical processing, considerable interest in our procedures is evident, the Librarian added.

It was reported by Mr. Holman that approximately 26,000 cards had now been withdrawn from the public catalog. In response to a question from Commissioner Ehrhardt regarding when an inventory of the Main Library collection will be scheduled, Mr. Holman stated that the withdrawal of cards and the completion of other related tasks would eventually make a physical inventory easier and more accurate.

Referring to the report of the Library's activities over the past two years, Mr. Holman stated that 5,000 copies of the report Renaissance for Readers, which was prepared and published by Library personnel, will be distributed to members of the Friends of the Library and to the Main and branch libraries.

Commissioner Girdner reported on her recent visit to Seattle and her inspection of that city's new main public library building, which has attracted much favorable comment.

Commissioner Bransten reported on the current state of libraries in Japan, a country from which he recently returned.

President Wu introduced the matter of naming delegates to the annual California Library Association Conference.

It was moved by Commissioner Fanucchi, seconded by Commissioner Heavey and unanimously adopted that the following resolution be approved:

RESOLUTION #196

RESOLVED That President Wu, or if he is unable to attend, First Vice-President Bransten, Second Vice-President Mohr, the City Librarian and a staff member selected by the City Librarian be named as the official delegates to the California Library Association Conference to be held in Coronado, California, October 22-27, 1962.

COMMUNICATIONS

From Philip L. Rezos, Director of Property, re: request for authority to acquire the site chosen for the permanent Bayview Branch Library by proceedings in eminent domain. BUILDING, DEVELOPMENT AND MAINTENANCE COMMITTEE.

From Grace Duhagon, Chairman, Banquet Committee, 1962 Columbus Day Celebration, re: inviting Commissioners to attend banquet. Acknowledge and file.

There being no further business to come before the Commission, the meeting was declared adjourned to 3:30 P.M. Wednesday, November 7, 1962.

Respectfully submitted,

Frank A. Clarvoe, Jr., Secretary
San Francisco Library Commission

Resolution No. 194

October 2, 1962

RESOLVED that the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of September, 1962 be approved:

1422 Junior Clerk-Typist

T-1973 Montgomery, Samuel
T-1973 Casimir, Alfred
T-1974 Stern, Vera
T-1976 Fry, Kathleen
T-1977 Cox, Irene
T-1963 T-1964 T-1979

1424 Clerk-Typist

T-1967 T-1968 T-1981

8202 Watchman

T-1978

2714 Janitor

T-1969 Martland, Bill
T-1975 Martland, Bill

3602 Library Page; ft

Finn, Edward P-758
Foth, Jerry P-759
Montgomery, Samuel P-74
Stephenson, Robert P-749

3602 Library Page; part time (F-1078)

Brown, Raymond
Fong, Roger
Grodt, Wayne
Mays, Gloria
McHale, Gary
Mitchell, Harold
Fong, Ernest
Gee, Derrell
Labagh, Theresa
McDonald, Claire
Meyers, Richard

3630 Librarian

T-1970 Hanson, Josephine
T-1971 Courtney, Charlene
T-1980 Mims, Mary

3630 Librarian; part time

Sloan, Elizabeth
Riordan, Joan

AND FURTHER that the following resignations of non-civil service, part time and temporary positions be accepted:

1422 Junior Clerk-Typist

Blair, Jennifer
Wong, William
Johnston, Judith
Mays, Gloria
Watts, Viola

3630 Librarian

Frauenglass, Marilyn

3602 Library Page ft

Johnson, Michael
Carrillo, Frank

3602 Library Page; pt

Linsky, Elizabeth
Brown, Harriett
Fitzpatrick, Peter
Roybal, Filadelfio
Chew, Martin
DeWeese, Roger
Rogers, Raymond
Susoeff, Lynn

## FINANCIAL COMMITTEE REPORT

Revolving Fund $2,000.00

Receipts for September 1962:

| | | |
|---|---|---|
| Fines | $5,737.24 | |
| Books Paid | 1,050.89 | |
| Reserve Postals Sold | 178.10 | |
| Miscellaneous Income | 436.40 | $7,402.63 |

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| | BUDGET 1962-63 | EXPENDED SEPT. | EXPENDED TO DATE | BALANCE |
|---|---|---|---|---|
| Permanent Salaries | $1,414,385.00 | $104,611.80 | $313,059.31 | $1,101,325.69 |
| Overtime Salaries | 500.00 | | | 500.00 |
| Temporary Salaries | 5,500.00 | 465.47 | 1,988.86 | 3,511.14 |
| Wages | 211,217.00 | 19,549.18 | 43,091.71 | 168,125.29 |
| Contractual Services | 80,775.00 | 39,412.45 | 62,659.09 | 18,115.91 |
| Binding | 55,000.00 | | 27,000.00 | 28,000.00 |
| Material and Supplies | 45,170.00 | 1,330.30 | 17,644.19 | 27,525.81 |
| Books & Library Material | 335,000.00 | 38,609.39 | 167,322.88 | 167,677.12 |
| Equipment | 68,480.00 | 5,064.98 | 20,731.91 | 47,748.09 |
| Membership Dues | 1,088.00 | | 58.00 | 1,030.00 |
| Maint. & Repair of Auto | 1,300.00 | | 310.24 | 989.76 |
| Reproduction Service | 200.00 | 25.48 | 71.57 | 128.43 |
| Telephone & Telegram | 7,706.00 | 100.00 | 4,065.00 | 3,641.00 |
| Scavenger Service | 1,900.00 | 150.00 | 450.00 | 1,450.00 |
| Window Cleaning | 5,500.00 | | 5,308.00 | 192.00 |
| Pest Control Service | 300.00 | | 62.50 | 237.50 |
| Gasoline & Lubricants | 1,650.00 | 100.00 | 300.00 | 1,350.00 |
| Drygoods & Wearing Apparel | 570.00 | 54.60 | 54.60 | 515.40 |
| Compensation Insurance | 1,000.00 | 50.00 | 150.00 | 850.00 |
| Retirement | 82,205.00 | 6,850.00 | 20,550.00 | 61,655.00 |
| Social Security Tax | 31,000.00 | 2,083.00 | 6,246.00 | 24,754.00 |
| Health Service | 14,177.00 | 1,182.00 | 3,546.00 | 10,631.00 |
| Rental of Branches | 19,380.00 | 1,615.00 | 4,845.00 | 14,535.00 |
| Fidelity Insurance | 71.00 | | | 71.00 |
| Automobile Insurance | 617.00 | | | 617.00 |
| Services of Other Dept. | 16,363.00 | 1,364.00 | 4,092.00 | 12,271.00 |
| Heat, Light and Power | 35,530.00 | 3,252.96 | 9,628.96 | 25,901.04 |
| Revolving Fund Increase | 1,000.00 | | 1,000.00 | |
| TOTAL | $2,437,584.00 | $225,873.33 | $714,235.82 | $1,723,348.18 |

## BUDGET TRANSFERRED TO DEPARTMENT OF PUBLIC WORKS

| | | |
|---|---|---|
| Maintenance and Repair of Building | Appropriated | $79,810.00 |
| Replacement and Reconstruction | | 40,370.00 |
| Capital Improvement | | 408,000.00 |
| | TOTAL | $528,000.00 |

November 13, 1962

Proceedings of the regular meeting of the San Francisco Public Library Commission held Wednesday, November 7, 1962, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:35 P.M. by President Wu.

The Pledge of Allegiance to the Flag was led by Commissioner Bransten.

On roll call the following were noted present: Commissioners Bransten, Ehrhardt, Fanucchi, Heavey, Lepetich, Vavuris and Wu. Absent: Commissioners Fleishhacker, Girdner, Mohr and Turner.

It was moved by Commissioner Vavuris and seconded by Commissioner Fanucchi that the minutes of the October meeting be approved as submitted. There being no objection, it was so ordered.

FINANCE, AUDIT AND BUDGET COMMITTEE

Chairman Vavuris moved, Commissioner Lepetich seconded and the Commission by unanimous action approved the Library Department's financial statement dated October 31, 1962. (See last page)

It was moved by Chairman Vavuris, seconded by Commissioner Bransten and unanimously adopted that the expenditures in the amount of $143.15 from the Fuhrman Bequest Fund made during the month of October 1962, as submitted by the Librarian, be approved.

Chairman Vavuris presented a suggested Ordinance which provides for leasing to the highest bidder the gas and oil rights to certain real property situated in the County of Kern, State of California (Fuhrman Bequest lands). Following an explanation of the recommended lease provisions and the historical background of the Fuhrman Bequest land holdings by Mr. Max Babin of the Real Estate Department, City and County of San Francisco, it was moved by Chairman Vavuris, seconded by Commissioner Bransten and unanimously adopted that the following resolution be approved:

RESOLUTION #202

RESOLVED That the Library Commission hereby requests that the Director of Property of the City and County of San Francisco be authorized to arrange for leasing to the highest bidder the gas and oil rights to certain real property situated in the County of Kern, State of California (Fuhrman Bequest lands).

BUILDING, DEVELOPMENT AND MAINTENANCE COMMITTEE

Representatives of various groups from the Glen Park District were asked by Chairman Bransten to present their views favoring the retention of a branch library in their immediate vicinity, in the light of the Commission's approved policy of providing library service on the basis of population and size of area. Following the presentation and general discussion, President Wu asked that members of the Building, Development and Maintenance Committee inspect the Glen Park area and that the requirements for library service to its residents be studied again.

Chairman Bransten asked the Secretary to report on the progress made since



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the last meeting in the matter of the acquisition of the site for the Bayview Branch Library. The Secretary asked that the following resolutions be approved.

It was moved by Commissioner Fanucchi, seconded by Commissioner Heavey and unanimously adopted that the following resolution be approved:

RESOLUTION #198

RESOLVED That the Library Commission hereby approves the transfer of funds in the amount of $19,543.00 from the Anna E. Waden Bequest Fund to the Land Fund for the purchase of land for the new Anna E. Waden (Bayview) Branch Library.

It was moved by Commissioner Fanucchi, seconded by Chairman Bransten and unanimously adopted that the following resolution be approved:

RESOLUTION #199

RESOLVED That the Controller be requested to allot $28,180.00 from the Land appropriation for the purchase of land for the new Anna E. Waden (Bayview) Branch Library.

It was moved by Commissioner Fanucchi, seconded by Commissioner Vavuris and unanimously adopted that the following resolution be approved:

RESOLUTION #200

RESOLVED That Departmental Work Orders in the amount of $48,000.00 be issued to set up a Land account for the purchase of the site for the new Anna E. Waden (Bayview) Branch Library.

It was moved by Commissioner Vavuris, seconded by Chairman Bransten and unanimously adopted that the following resolution be approved:

RESOLUTION #203

RESOLVED That the Library Commission hereby confirms its previous action and that in accordance with the provisions of the bequest made by Anna E. Waden, the permanent branch library to be constructed in the Bayview District, City and County of San Francisco, be designated the Anna E. Waden Branch Library.

It was moved by Chairman Bransten, seconded by Commissioner Fanucchi and unanimously adopted that the Director of Public Works be asked to provide a list of approved architects from which the Commission may select one to be designated as the architect for the Anna E. Waden Branch Library.

Chairman Bransten reported that the architectural contract for the Western Addition Branch Library had been approved by all parties thereto. Preliminary plans for the building should be forthcoming by the middle of January, the Chairman added.

Progress made on the selection of a new location for the Business Branch Library was reported by Chairman Bransten. Commissioner Ehrhardt suggested that consideration be given to locating this branch in or adjacent to the Golden Gateway Redevelopment Area.

MAIN LIBRARY REHABILITATION COMMITTEE

In the absence of Chairman Fleishhacker, Vice-Chairman Lepetich reported that the contracts for the survey of the Main Library building had been signed by all parties. He moved, Commissioner Bransten seconded and the Commission by unanimous action approved the following resolution:

RESOLUTION #197

RESOLVED That the Library Commission hereby requests the transfer of $750.00 from the Equipment appropriation to the Department of Public Works, Bureau of Architecture, for the purpose of providing funds for the incidental administrative expenses in connection with the survey to be made of the Main Library building.

PUBLIC RELATIONS COMMITTEE

Chairman Fanucchi reported considerable interest on the part of librarians, members of the Friends of the Library and the press in the formal opening of the technical processing departments, 45 Hyde Street. The Chairman also mentioned the preview and display of photographs by Ruth Bernhard.

The Friends of the Library has scheduled a program for Monday, November 26, 8:15 P.M., entitled "What's Happening to Your Dictionary?" Program participants will be S. I. Hayakawa, Professor of English, San Francisco State College, and Alain Renoir, Associate Professor of English, University of California, Berkeley, Chairman Fanucchi informed the Commission.

Mrs. Marjorie Stern reported the success of the current Friends of the Library membership drive. She expressed particular pleasure that so many interested Friends had renewed their memberships and that a large number of Library staff members had joined the organization also. President Wu encouraged Commissioners to consider joining the Friends of the Library if they had not already done so.

ORGANIZATION AND OPERATIONS COMMITTEE

It was moved by Commissioner Fanucchi, seconded by Commissioner Bransten and unanimously adopted that the following resolution be approved:

RESOLUTION #201

(See last page)

BOOKS AND ART COMMITTEE

In the absence of Chairman Mohr, Vice-Chairman Fanucchi reported progress for the Committee.

CITY LIBRARIAN'S REPORT

Mr. Holman reviewed the highlights of the annual California Library Association Conference. He was asked to supply copies of the newest proposals for State aid to libraries to all Commission members.

COMMUNICATIONS

From James R. McCarthy, Director of Planning, City and County of San Francisco, re: advising that acquisition of the site for the Anna E. Waden Branch Library

is in conformity with the Master Plan. File.

From Charles W. Griffith, City Architect, re: advising that the architectural contract for the Western Addition Branch Library had been signed by all parties thereto. BUILDING, DEVELOPMENT AND MAINTENANCE COMMITTEE.

From Philip L. Rezos, Director of Property, re: requesting Commission approval of a proposed Ordinance authorizing leasing of Fuhrman Bequest lands. FINANCE, AUDIT AND BUDGET COMMITTEE.

From Mrs. Robert James, President, Edward Robeson Taylor School Parent-Teacher Assoc., re: outstanding library service provided by Mrs. Alice Jacobs, librarian, Portola Branch Library. File.

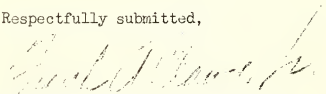
From Mrs. John Simpson, President, Glen Park School Parent-Teacher Assoc., Mrs. J. C. Baxter, Dr. Harold Spears, Superintendent of Schools, re: request for review of the decision to close the Glen Park Library when Bosworth Street is widened. BUILDING, DEVELOPMENT AND MAINTENANCE COMMITTEE.

From T. Mentzer, Secretary, Taraval-Parkside Merchants Assoc., Inc., re: request that the Association be allowed to decorate the Parkside Branch Library as a Christmas project.

It was moved by Commissioner Fanucchi, seconded by Commissioner Vavuris and unanimously adopted that the request of the Taraval-Parkside Merchants Assoc., Inc. be approved provided that it be determined that the Association will employ a licensed electrical contractor to perform the work, that the Association will assume all liability and that a sketch of the decorations to be installed be submitted for the Commission's approval.

There being no further business to come before the Commission, the meeting was declared adjourned to 3:30 P.M. Tuesday, December 4, 1962.

Respectfully submitted,



Frank A. Clarvoe, Jr., Secretary
San Francisco Library Commission



901

# FINANCIAL COMMITTEE REPORT

October 31, 1962

Revolving Fund $2,000.00

Receipts for October, 1962:

| | | |
|---|---|---|
| Fines | $6,434.90 | |
| Books Paid | 688.59 | |
| Reserve Postals Sold | 211.95 | |
| Miscellaneous Income | 457.50 | $7,792.94 |

**********

| | BUDGET 1962-63 | EXPENDED OCT. | EXPENDED TO DATE | BALANCE |
|---|---|---|---|---|
| Permanent Salaries | $1,414,385.00 | $105,531.90 | $421,055.68 | $ 993,329.32 |
| Overtime Salaries | 500.00 | | 87.04 | 412.96 |
| Temporary Salaries | 5,500.00 | | 2,517.18 | 2,982.82 |
| Wages | 211,217.00 | 19,886.73 | 59,124.47 | 152,092.53 |
| Contractual Services | 80,775.00 | 1,778.30 | 65,015.05 | 15,759.95 |
| Binding | 55,000.00 | | 27,000.00 | 28,000.00 |
| Material and Supplies | 45,170.00 | 5,008.45 | 23,330.16 | 21,839.84 |
| Books & Library Materials | 335,000.00 | 27,860.36 | 195,183.24 | 139,816.76 |
| Equipment | 68,480.00 | 5,397.42 | 26,243.35 | 42,236.65 |
| Membership Dues | 1,088.00 | 11.00 | 84.24 | 1,003.76 |
| Maint. & Repair of Auto | 1,300.00 | 100.00 | 410.24 | 889.76 |
| Reproduction Service | 200.00 | 20.40 | 107.27 | 92.73 |
| Telephone & Telegram | 7,706.00 | 675.00 | 4,165.00 | 3,541.00 |
| Scavenger Service | 1,900.00 | 151.58 | 606.32 | 1,293.68 |
| Window Cleaning Service | 5,500.00 | | 5,308.00 | 192.00 |
| Pest Control Service | 300.00 | 12.00 | 98.50 | 201.50 |
| Gasoline & Lubricants | 1,650.00 | 100.00 | 358.80 | 1,291.20 |
| Drygoods & Wearing Apparel | 570.00 | | 395.72 | 174.28 |
| Compensation Insurance | 1,000.00 | 50.00 | 200.00 | 800.00 |
| Retirement | 82,205.00 | 6,850.00 | 27,400.00 | 54,805.00 |
| Social Security Tax | 31,000.00 | 2,083.00 | 8,332.00 | 22,668.00 |
| Health Service | 14,177.00 | 1,182.00 | 4,728.00 | 9,449.00 |
| Rental of Branches | 19,380.00 | 1,615.00 | 6,460.00 | 12,920.00 |
| Fidelity Insurance | 71.00 | | | 71.00 |
| Automobile Insurance | 617.00 | 480.89 | 480.89 | 136.11 |
| Services of Other Dept. | 16,363.00 | 1,364.00 | 5,456.00 | 10,907.00 |
| Heat, Light and Power | 35,530.00 | 3,045.87 | 12,511.25 | 23,018.75 |
| Revolving Fund Increase | 1,000.00 | | 1,000.00 | |
| TOTAL | $2,437,584.00 | $183,203.90 | $897,658.40 | $1,539,925.60 |

BUDGET TRANSFERRED TO DEPARTMENT OF PUBLIC WORKS

| | | |
|---|---|---|
| Maintenance and Repair of Building | Appropriated | $79,810.00 |
| Replacement and Reconstruction | | 40,370.00 |
| Capital Improvement | | 408,000.00 |
| | TOTAL | $528,180.00 |

Resolution No. 201

November 7, 1962

RESOLVED that the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of October, 1962 be approved:

1422 Junior Clerk Typist

Fawcett, Lynn
Sundholm, Ingrid

1424 Clerk Typist

Dorr, Robert

3602 Library Page; ft

Colbert, George
Williams, Billy

3602 Library Page; ptan

O'Toole, J.
Parks, R.
Lucchesi, G.
Callison, J.
DuBois, R.
Dwight, J.
Keenan, M.
O'Neill, J.
Pajalich, M.
Savedra, P.

3630 Librarian

Krajewski, Regina
Wright, Jerome

3630 Librarian; ptan

T-1972 Reilly, James

7426 Elevator Operator pt

Lee, Michael

AND FURTHER that the following resignations of non-civil service, part time and temporary positions be accepted:

3602 Library Page; part time as needed

DuBois, Robert
Geer, Sally
Kaplan, Robin
Kincy, Lois
Richardson, Michael

7426 Elevator Operator pt

Rauls, Michael

SAN FRANCISCO PUBLIC LIBRARY

December 31, 1962

Proceedings of the regular meeting of the San Francisco Public Library Commission held Tuesday, December 4, 1962, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:30 P.M. by President Wu.

The Pledge of Allegiance to the Flag was led by Commissioner Ehrhardt.

On roll call the following were noted present: Commissioners Bransten, Ehrhardt, Fanucchi, Fleishhacker, Girdner, Heavey, Lepetich, Mohr, Turner and Wu. Absent: Commissioner Vavuris.

It was moved by Commissioner Turner and seconded by Commissioner Fanucchi that the minutes of the November meeting be approved as submitted. There being no objection, it was so ordered.

BUILDING, DEVELOPMENT AND MAINTENANCE COMMITTEE

Chairman Bransten reported that members of the Committee had inspected the Glen Park District and branch library as well as surrounding areas to ascertain how adequately the residents of that section of the City are being served by the existing branch extensions and how much of a hardship might be imposed by the closing of the Glen Park Branch.

Following discussion, it was moved by Chairman Bransten, seconded by Commissioner Heavey and unanimously adopted that the Commission reaffirm its previously approved branch library policy; that the Glen Park Branch Library be continued on its current schedule; that at such time as the building in which the Glen Park Branch Library is located is demolished to make possible the widening of Bosworth Street that other rented quarters of similar size be sought in the same general area to permit the continuation of the present level of service to the neighborhood.

Chairman Bransten read the reply from the Director of Public Works to the Commission's request for the names of approved architects to be considered for the Anna E. Waden Branch Library project. Because the Commission may wish to consider the names of other architects in addition to the four submitted by the Director of Public Works President Wu referred the matter to the Building, Development and Maintenance Committee for further study and recommendation.

PUBLIC RELATIONS COMMITTEE

Chairman Fanucchi reported the success of the program sponsored by the Friends of the Library on November 26, 1962. The discussion on the subject "What's Happening to Your Dictionary" was outstanding, Commissioner Bransten added.

Mrs. Stern, Vice-President of the Friends, reported to the Commission the creation of a special acquisitions fund, established for the purpose of providing the Library with available resources with which special or rare items could be purchased. President Wu, on behalf of the Commission, thanked Mrs. Stern and the Friends of the Library for this generous action.

MAIN LIBRARY REHABILITATION COMMITTEE

Chairman Fleishhacker read a copy of a letter from Mr. John Bolles to Mr.

Ralph Ulveling concerning the progress made to date by his office on the study of the original plans and specifications for the Main Library building.

The Secretary reported the recommendations of Mr. H. N. Wolfard, architect, regarding the refurbishing of the Commission Room.

BOOKS AND ART COMMITTEE

Chairman Mohr emphasized the value of having the Friends of the Library special acquisitions fund available for the purchase of rare or unusual items. She added that the funds would give the Library the needed purchasing flexibility to order these special items immediately when they come on the market.

Mrs. Stern announced that the Friends hoped to create a "presentation book" so that donations made to the Library would be appropriately acknowledged and notations made of the donor's name, the item given and for what general purpose (memorial gifts, etc.).

Chairman Mohr called the Commission's attention to her report of the recent California Library Association Conference. She stated that the meeting had been unusually fruitful and stimulating.

ORGANIZATION AND OPERATIONS COMMITTEE

It was moved by Chairman Girdner, seconded by Commissioner Turner and unanimously adopted that the following resolution be approved:

RESOLUTION #204

(See last page)

Chairman Girdner moved, Commissioner Mohr seconded and the Commission by unanimous action approved the City Librarian's vacation request for the period December 7, 1962 to January 7, 1963, inclusive.

It was moved by Chairman Girdner, seconded by Commissioner Turner and unanimously adopted that the following resolution be approved:

RESOLUTION #205

RESOLVED That Elliott V. Chinn be appointed Secretary Pro-tem for the period December 5, to 10, 1962, in order that necessary documents for the efficient operation of the Library Department may be executed during the sick leave of Frank A. Clarvoe, Jr., Secretary, Library Commission.

FINANCE, AUDIT AND BUDGET COMMITTEE

Commissioner Fanucchi moved, Commissioner Lepetich seconded and the Commission by unanimous action approved the Library Department's financial statement dated November 30, 1962. (See last page.)

The Secretary presented a communication from Mr. John J. Goodwin, Treasurer, City and County of San Francisco, which contained a current appraisal of the market values of the various holdings comprising the Anna E. Waden Bequest Fund.

CITY LIBRARIAN'S REPORT

Mr. Holman reported the following matters: (next page)

1. The combined Art and Music Department is in the process of being moved to the first floor of the Main Library.

2. The Chief Librarian of the Main Library has been appointed.

3. The City Librarian and the Secretary have been doing preliminary work on the Library's 1963-64 operating budget.

4. Studies have been under way leading to the establishment and location of other subject departments and the rearrangement of central stack areas.

5. It is anticipated that the Department of Special Collections will be in operation within four to five months in the space formally occupied by the Music Department.

6. The City Librarian expressed his appreciation to the Commission for its support and assistance during his first two years in office.

COMMUNICATIONS

From Reuben H. Owens, Director of Public Works, re: list of approved architects for the Anna E. Waden Branch Library project. BUILDING, DEVELOPMENT AND MAINTENANCE COMMITTEE.

From John J. Goodwin, Treasurer, City and County of San Francisco, re: current appraisal of holdings comprising the Anna E. Waden Bequest Fund. FINANCE, AUDIT AND BUDGET COMMITTEE.

From various individuals, re: protesting the proposed closing of the Glen Park Branch Library. BUILDING, DEVELOPMENT AND MAINTENANCE COMMITTEE.

President Wu announced that the annual election of Commission officers will be conducted at the January meeting.

There being no further business to come before the Commission the meeting was declared adjourned to 3:30 P.M. Monday, January 7, 1963.

Respectfully submitted,

Frank A. Clarvoe, Jr., Secretary
San Francisco Library Commission



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Resolution No. 204

December 4, 1962

RESOLVED that the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of November, 1962 be approved:

1422 Junio Clerk Typist

Montgomery, Ronald

1424 Clerk Typist

Lottman, Philip

2714 Janitor

Colbert, George
Williams, Earl
Williams, Billy

3602 Library Page; full time

Colbert, George
Fagin, Lawrence
Williams, Billy

3602 Library Page; part time

Fagg, Herman
Ferrer, Mary
Hunter, Maureen
Moore, Michael
Varellas, Ellis
Young, Clifford

AND FURTHER that the following resignations of non-civil service, part time and temporary positions be accepted:

1424 Clerk Typist

Lottman, Philip

3602 Library Page; part time

Allen, Michael
Dolan, John D.
Gross, Lionel
McCloy, Patrick
O'Toole, James
Padilla, Roy
Branchcomb, Helen

12/4/62

November 30, 1962

## FINANCIAL COMMITTEE REPORT

Revolving Fund $2,000.00

Receipts for November 1962:

| | | |
|---|---|---|
| Fines | $6,731.92 | |
| Books Paid | 742.20 | |
| Reserve Postals Sold | 167.30 | |
| Miscellaneous Income | 369.25 | $8,010.67 |

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| | BUDGET 1962-63 | EXPENDED NOV. | EXPENDED TO DATE | BALANCE |
|---|---|---|---|---|
| Permanent Salaries | $1,414,385.00 | $114,535.45 | $573,160.83 | $841,224.17 |
| Overtime Salaries | 500.00 | | 87.04 | 412.96 |
| Temporary Salaries | 5,500.00 | | 2,557.98 | 2,942.02 |
| Wages | 211,217.00 | 16,739.82 | 76,018.82 | 135,198.18 |
| Contractual Services | 80,775.00 | 2,557.41 | 67,572.46 | 13,202.54 |
| Binding | 55,000.00 | | 27,000.00 | 28,000.00 |
| Material and Supplies | 45,170.00 | 2,466.10 | 25,796.26 | 19,373.74 |
| Books and Library Materials | 335,000.00 | 22,853.98 | 218,037.22 | 116,962.78 |
| Equipment | 68,480.00 | 2,171.62 | 27,579.97 | 40,900.03 |
| Membership Dues | 1,088.00 | | 84.24 | 1,003.76 |
| Maint. and Repair of Auto | 1,300.00 | | 478.68 | 821.32 |
| Reproduction Service | 200.00 | 16.00 | 123.27 | 76.73 |
| Telephone and Telegraph | 7,706.00 | 35.00 | 4,126.00 | 3,580.00 |
| Scavenger Service | 1,900.00 | 151.58 | 757.90 | 1,142.10 |
| Window Cleaning Service | 5,500.00 | | 5,308.00 | 192.00 |
| Pest Control Service | 300.00 | 12.00 | 110.50 | 189.50 |
| Gasoline and Lubricants | 1,650.00 | 100.00 | 429.42 | 1,220.58 |
| Drygoods & Wearing Apparel | 570.00 | | 83.72 | 486.28 |
| Compensation Insurance | 1,000.00 | 50.00 | 392.42 | 607.58 |
| Retirement | 82,205.00 | 6,850.00 | 34,250.00 | 47,955.00 |
| Social Security Tax | 31,000.00 | 2,083.00 | 10,415.00 | 20,585.00 |
| Health Service | 14,177.00 | 1,182.00 | 5,910.00 | 8,267.00 |
| Rental of Branches | 19,380.00 | 1,615.00 | 8,075.00 | 11,305.00 |
| Fidelity Insurance | 71.00 | | | 71.00 |
| Automobile Insurance | 617.00 | | 480.89 | 136.11 |
| Service of Other Department | 16,363.00 | 1,364.00 | 6,820.00 | 9,543.00 |
| Heat, Light and Power | 35,530.00 | 3,564.93 | 16,595.24 | 18,934.76 |
| Revolving Fund Increase | 1,000.00 | | 1,000.00 | |
| TOTAL | $2,437,584.00 | $178,347.89 | $1,113,250.86 | $1,324,333.14 |

### BUDGET TRANSFERRED TO DEPARTMENT OF PUBLIC WORKS

| | | |
|---|---|---|
| Maintenance and Repair of Building | Appropriated | $79,810.00 |
| Replacement and Reconstruction | | 40,370.00 |
| Capital Improvement | | 408,000.00 |
| | TOTAL | $528,180.00 |

SWELL
OKBINDING
IRARY DIVISION
NORTH 29th AVENUE
DENIX, ARIZONA 85009
HONE: (602) 272-9338

| | |
|---|---|
| AL TRIM | DATE |
| | JOB |
| D DIM. | LOT |
| H DIM. | ROUTE |
| H BIN. | SEQ. NO. |

BINDING